

The Ports Regulator was established under the provisions of the National Ports Act, 2005. Its vision is to be regarded nationally and internationally as a world class institution which sets the standards for economic regulation in maritime ports. The Ports Regulator has the following vacancies:



Personal Assistant
(6 month temporary position)

This position reports to the Chief Executive Officer and is required to provide an administrative and personal assistant service of a confidential nature to the CEO, executive managers, and all other managers.

The successful candidate must:

- Must be able to interact with senior level internal and external people and regular exposure to confidential information.
- Be able to produce excellent administration skills
- Have a matric; a relevant diploma would be an advantage
- Have at least 3 years' experience as a senior secretary within a corporate environment at a medium sized company.
- Manage overall travel arrangements for staff and Regulator members.
- Experience as a legal secretary is an advantage.

The Ports Regulator is an equal opportunity employer.

The position will be based in Durban. A competitive remuneration package will be offered to the successful applicant commensurate with their qualifications and experience within the regulatory environment and the Regulator's policies.

Note: Candidates may be subject to a round of internal testing together with criminal checks and a security clearance.

Applications must consist of the following: • A comprehensive letter of application which includes: * Notice periods required in current position * Date of availability to commence employment * Employment Equity status * Residence status (RSA citizen, etc) • A complete CV attached thereto, which includes: * Thorough academic and work history * Languages spoken and proficiency * Responsibilities in each position held • A copy of the Identity Document • Certified copies of Senior certificate and other qualifications. • Expected salary range

Contact Nafeesa Ally on (031) 365-7800 for any enquiries.

Forward your application, clearly stating the position for which you are applying, in the e-mail subject title, to: recruitment@portsregulator.org by no later than close of business on 14 May 2018. Only short-listed applicants will be contacted.