



CRICKET
SOUTH AFRICA

Cricket South Africa
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SECRETARY: LEGAL, COMPLIANCE & SECRETARIAT

A key support opportunity for a **Secretary** is available at Cricket South Africa (CSA) for a focused individual with solid and proven experience to provide administrative and confidential legal secretarial support service to the Manager: Legal, Compliance & Secretariat.

The role is largely responsible to:

- Coordinate meetings (Board & Subcommittees); agendas, meeting minutes, distribution of meeting minutes, meeting packs and maintain meeting records.
- Draft and review documents and ensure they are in proper format, grammar, spelling, punctuation, context and in line with CSA CI guidelines and that they contain necessary portions or annexure for Board submissions.
- Record and transcribe legal dictation, minutes of meetings, taped records of meetings and interviews.
- Transmit directives, instructions, assignments and follow up on status.
- Assemble and summarise relevant information from files, newspapers, journals, documents and other available resources.
- Effectively manage diary, correspondence and prepare professional presentations.
- Address and direct all queries and requests to the relevant parties and departments.
- Coordinate local and international travel arrangements including VISA requirements and Forex.
- Administer departmental budget, invoicing and payment of suppliers.
- Assist with Ad hoc office projects as and when required.

Solid applicants with following combination may apply:

- Standard 10/Grade 12 and relevant professional Executive Secretarial qualification.
- A minimum of 5 years experience providing executive secretarial support.
- Solid experience and as a scribe to Boards of major organisations.
- Proficient in the English language, written and spoken.
- Proficient in minute taking and equipment utilization.
- Good understanding of Protocol.
- Basic financial understanding and system knowledge (Pastel)
- Microsoft Suite at an advanced level: Power Point, Excel, Word, Outlook.
- Knowledge of Cricketing Fraternity or Sport (advantage)

In addition, the following is also important:

Observe strict Confidentiality, Solid Analysis and Judgment, Planning & Organising, Ability to communicate with all levels of stakeholders and to articulate effectively in both written and verbal forms, Excellent Interpersonal skills, Attention to detail, Adaptability, Follow Up, Results Focused, Self Motivated, Ability to work well under pressure, Ability to work independently and as part of a team, Capacity to work non-standard hours, including ad hoc travel as and when necessary. Upholding CSA brand and values at all times. Appreciation and commitment to advancing transformation in Cricket.

If interested, you are requested to send your comprehensive CV, copy of ID, copies of qualifications and at least two contactable references to Lucinda Izally, PA to CEO on email: lucindai@cricket.co.za, no later than Friday 10 February 2012 (closing date). All applications will be treated in strict confidence. Short listed candidates will undergo

interviews and possible additional assessments. Should you not have heard from us by 28 February, please consider your application to be unsuccessful.

Cricket South Africa (CSA) controls all professional and development cricket falling under its jurisdiction.