



VACANCY

Personal Assistant to Executive Director

The Southern Africa Resource Watch (SARW) envisions improved human conditions and good governance of natural resources in Africa. Our mission is to promote the sustainable utilisation of these resources through inclusive stakeholder engagement that protects human rights, the environment, and biodiversity. For more information about SARW, visit our website here: <https://www.sarwatch.co.za/>

Location: **Johannesburg, South Africa**

Reports to: **Executive Director**

Position Type: **Full-time**

Closing Date: **30 June 2025**

JOB DESCRIPTION

The Southern Africa Resource Watch (SARW) is looking for a Personal Assistant (PA) to the Executive Director. The PA will provide support to ensure the effectiveness of the Executive Director's office by providing high quality administrative, logistical, and operational assistance. The PA will also be the umbilical code between the Executive Director's office and the rest of the organisation to ensure smooth internal communication.

Key Responsibilities:

Support to the Executive Director

1. Manage the Executive Director's calendar, including scheduling meetings, appointments, and travel arrangements.
2. Prepare, proofread, and manage correspondence, reports, presentations, and other documents on behalf of the Executive Director.
3. Handle confidential information with discretion and professionalism.
4. Act as the primary point of contact between the Executive Director and internal/external stakeholders.

Coordination

1. Organize and coordinate board meetings, management meetings, and donor briefings.
2. Prepare meeting agendas, minutes, and follow-up actions.
3. Take minutes and properly file minutes.

Logistics

1. Coordinate busy travel schedule and logistics, including visas, accommodations, and schedules for local and international travel.
2. Plan and oversee logistics for events, conferences, and high-level meetings involving the Executive Director.

Administration

1. Maintain an organized filing system (digital and physical) for executive documents.
2. Liaise with other departments to gather reports, updates, and strategic documents.
3. Assist in drafting donor communication if required.

Strategic Support

1. Monitor and flag important issues, deadlines, and project milestones requiring the ED's attention.
2. Conduct background research and compile briefing materials for high-level engagements involving the Executive Director.
3. Support donor relationship management and stakeholder communications.

Qualifications:

1. Bachelor's degree in Administration, Nonprofit Management, Social Sciences, or a related field.
2. Minimum of 3–5 years of experience supporting C-level executives, preferably within an NGO or regional /international development setting.
3. Strong written and verbal communication skills.
4. High level of discretion, integrity, and emotional intelligence.
5. Proficiency in Microsoft Office Suite, Google Workspace, and virtual meeting platforms (Zoom, Teams, etc.).
6. Excellent organizational, multi-tasking, and time management skills.
7. Cultural sensitivity and commitment to the mission and values of the organization.

Attributes:

1. Knowledge of the NGO, humanitarian, or development sector.
2. Experience working with donors, funders, civil society organisations, local communities, government, private sector and Board of Directors.
3. Ability to work under pressure in a dynamic, mission-driven environment.
4. Multilingual abilities (English is required. French and Portuguese an advantage)

Working Conditions:

1. May involve occasional travel and extended working hours.
2. Requires flexibility, adaptability, and a proactive mindset.
3. Expect long hours work on occasions.



How to apply:

Your application should comprise:

1. A detailed CV, relevant qualifications, and three references.
2. One page Motivation letter.

Please e-mail applications to NoziphoN@sarwatch.org and specify in the subject:
"PA TO EXECUTIVE DIRECTOR SARW Name_Surname"

Only short-listed candidates will be contacted.

Should you not have received a response within thirty (30) days after the closing date, please consider that your application was unsuccessful.

SARW reserves its right not to fill this position.