

## JOB PROFILE

### SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Senior Executive Support Officer
2. Job Grade	D1

A.2 LOCATION OF POSITION	
Division	CEO office
Department	CEO office
Location	Johannesburg, South Africa (Regional Office)

A.3 REPORTING LINE	
Role reports to	Chief Executive Officer (CEO)
Direct reports	None
Indirect/matrix reports	None

## SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

### PREAMBLE

The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values and ethos. All staff and Board members strive to live and reflect these values and principles as articulated in our strategy and in our ways of working and relating, internally and externally.

### B.1 JOB PURPOSE

Provide senior-level executive, governance and coordination support to the Chief Executive Officer (CEO), the Board, and the broader Management team. The role enables effective leadership, governance, and organisational coherence across The Trust's decentralised operating model, supporting collaboration between country programmes, operations, finance and administration, grants, resourcing and partnerships, and communications and advocacy, in alignment with The Trust's Seriti Strategy and values.

B. 2. KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)
<b>1. CEO and management support 30%</b>	<ul style="list-style-type: none"> <li>Acts as a central coordination point for the CEO Office, supporting effective information flow, prioritisation, and follow-through across Communications &amp; Advocacy, Resourcing &amp; Partnerships, and other organisational units.</li> <li>Provides high-level administrative and coordination support to the CEO in a complex, multi-country and decentralised operating environment.</li> <li>Coordinates inputs, briefings, and documentation from country programmes (including Zimbabwe and Zambia) and central teams</li> </ul>	<ul style="list-style-type: none"> <li>High-quality, accurate and timely executive documentation produced in accordance with organisational standards.</li> <li>Effective coordination of the CEO Office resulting in smooth information flow, prioritisation and follow-through.</li> <li>Management Team and</li> </ul>

	<p>for CEO decision-making and engagement.</p> <ul style="list-style-type: none"> <li>Manages the diary of the CEO through scheduling of meetings and confirming appointments</li> <li>Schedules internal meetings with the Management Team, prepare agendas, take minutes and distribute to team members</li> <li>Coordinates travel arrangements (flights, accommodation and car hire) for the CEO and liaises with the Finance and Administration team for processing of payments</li> <li>Prepares confidential letters, memos, reports and draft documents</li> <li>Manages incoming emails, calendars, mail, expenses, purchase orders for allocated members of the Management Team and Board as required</li> <li>Prepares presentations for meetings and conferences</li> <li>Coordinates Strategic Planning Sessions in consultation with Finance and Administration and the Operations Units and the appointed supplier, take minutes during the sessions and distribute to participants</li> <li>Drafts important communication to all key stakeholders on behalf of the CEO</li> </ul>	<p>meetings are well-organised, accurately recorded and supported by timely distribution of documentation.</p> <ul style="list-style-type: none"> <li>Confidential and sensitive information is handled with discretion and integrity at all times.</li> </ul>
<p><b>2. Board and Governance Support 20%</b></p>	<ul style="list-style-type: none"> <li>Serves as a senior and trusted interface between the CEO, Board members, and Board Committees, ensuring effective preparation, communication, and follow-up</li> <li>Supports governance processes in line with The Trust's Memorandum of Incorporation, policies, and statutory obligations, exercising sound judgment, discretion, and confidentiality at all times</li> <li>Works with the Operations Manager to develop and implement the board pack guidelines with inputs from the CEO and management team and</li> <li>Works with the Operations Manager to compile the board pack in accordance with the above guidelines, determines the scope of information to be covered as per request and input from the CEO</li> <li>Ensures that the information presented is in appropriate formats according to the Communications strategy and guidelines</li> <li>Updates and uploads the Board portal for the purpose of sharing of</li> </ul>	<ul style="list-style-type: none"> <li>Timeous scheduling of meetings as per annual calendar of events</li> <li>Accurate minutes and timeous distribution to members</li> <li>Timeous distribution of board packs prior to meetings</li> <li>Board decisions, resolutions and action items are clearly recorded, tracked and followed up to support effective governance and accountability</li> </ul>

	<p>information, updating actions from the previous board meeting so that everyone is kept informed of the progress status of events</p> <ul style="list-style-type: none"> <li>• Schedules meetings with Board members and key stakeholders and maintain an annual calendar of events</li> <li>• Collates information in preparation of Board meetings, prepares the agenda, prepares board packs and distributes to members in advance of meeting being held</li> <li>• Takes minutes during identified stakeholder meetings, board meetings and the meetings of any committees</li> <li>• Coordinates the signing of the Attendance Register and Declaration of Interest by all members</li> <li>• Distributes minutes to members and follows up on action items that need to be addressed by a member to feedback to the CEO</li> </ul>	
<p><b>3. Organisational Reporting &amp; Evidence Coordination (10%)</b></p>	<ul style="list-style-type: none"> <li>• Coordinates organisational-level CEO reporting inputs across all units, including inputs from country offices, to support management, Board, and statutory reporting.</li> <li>• Prepares monthly status reports to provide a general overview of the organisation (e.g. key sector forums and conferences, staffing profile, grants received, industry news, etc. and uploads onto the shared drive)</li> <li>• Coordinates and collates information for the evidence register, as provided by relevant functional teams</li> <li>• Assists/ supports in coordinating information to input into the annual report, liaise with printers, proofread documentation, populate the annual report template and distribute the printed annual reports to key stakeholders</li> <li>• Submits monthly reports to the CEO for review and approval</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational reports and supporting evidence are accurate, complete and submitted within agreed timeframes.</li> <li>• Annual report content is consolidated, quality-checked and prepared for review and approval in line with organisational and statutory requirements.</li> </ul>
<p><b>4. Corporate Governance, Risk &amp; Compliance Support (20%)</b></p>	<ul style="list-style-type: none"> <li>• Tracks and synthesises key local and international governance, regulatory, and compliance developments and escalates relevant matters to the CEO for consideration.</li> <li>• Ensures that Board and management information is managed in accordance with data protection, confidentiality, and information governance requirements.</li> <li>• Supports governance-related risk tracking, action monitoring, and</li> </ul>	<ul style="list-style-type: none"> <li>• Timeous reporting on non-compliance to Memorandum of Incorporation</li> <li>• Governance risks, compliance issues and statutory obligations are tracked, monitored and escalated appropriately to the CEO and relevant governance</li> </ul>

	<ul style="list-style-type: none"> <li>follow-up in coordination with relevant internal role-players.</li> <li>Supports the CEO with reporting to the Trust Board any failure on the part of the organisation or member of the Management team to comply with the Memorandum of Incorporation or rules of the organisation or Act</li> <li>Contributes to continuous improvement of processes by identifying opportunities for discussion at meetings</li> <li>Monitors business best practices internally and externally and motivates implementation of appropriate practices</li> <li>Distils Board actions and resolutions while following up and ensure implementation thereof</li> </ul>	<p>structures.</p> <ul style="list-style-type: none"> <li>Board and governance-related actions are monitored and followed up to support compliance, risk mitigation and continuous improvement.</li> </ul>
<p><b>5. Stakeholder &amp; Management team Support (10%)</b></p>	<ul style="list-style-type: none"> <li>Supports the CEO's engagement with strategic partners, donors, and stakeholders by coordinating briefings, logistics, documentation, and follow-up actions</li> <li>Assists in coordinating internal collaboration across programmes, operations, and partnerships to support coherent external engagement.</li> <li>Maintains valuable Board and stakeholder relationships in conjunction with the CEO</li> <li>Implements the Trust's stakeholder engagement strategies</li> <li>Assists the CEO in effectively consulting and engaging stakeholders on relevant projects</li> <li>Coordinates stakeholder forums, meetings and special events</li> <li>Provides content and updates for various Trust management reporting and processes</li> </ul>	<ul style="list-style-type: none"> <li>Effective coordination and communication contribute to positive and constructive relationships with internal and external stakeholders.</li> <li>Deliverables are understood by all stakeholders</li> </ul>
<p><b>6. Compliance, Induction &amp; Organisational Enablement (10%)</b></p>	<ul style="list-style-type: none"> <li>Coordinates the induction and onboarding of Board members, senior staff, and relevant country-based staff in line with the Trust's decentralised operating model.</li> <li>Supports alignment of organisational systems, registers, and compliance processes across country programmes and the regional office.</li> </ul>	<ul style="list-style-type: none"> <li>Statutory registers are maintained</li> <li>Annual report is compliant with statutory and regulatory requirements</li> <li>Management Team and Board members are inducted timeously</li> </ul>

	<ul style="list-style-type: none"> <li>• Input into the review of legislative and industry developments that may impact The Trust to ensure the Board is fully equipped to comply with such changes, as instructed by the CEO</li> <li>• Coordinates any training or development interventions for Board and Management team members</li> <li>• Conveys communication in relation to Board decisions to relevant stakeholders, as instructed by the CEO</li> <li>• Maintains statutory registers</li> <li>• Provides technical assistance in the development of the annual report to ensure that statutory deadlines are met.</li> <li>• Ensures that statutory and regulatory disclosures are validated</li> </ul>	<p>and appropriately in line with governance and organisational requirements.</p>
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This job description is written at a specific time and is subject to change as the demands of the business and the role develop. The role requires flexibility and adaptability, and the employees of The Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

### B.3 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Prepares and coordinates information, documentation, and recommendations for review and decision-making by the CEO and relevant governance structures, within delegated authority and in accordance with the Trust's policies. Coordinates expenditure processes within delegated authority and in line with policy
- Act independently with reference to the Line Manager and in terms of the following legislations and regulations: -
  - The Trust Deed and related legislation, such as The Trust Properties Act, and all policies, procedures and strategies in line with legislative and statutory requirements
  - Any other legislation and national policies that have a bearing on **poverty, inequality and human rights development** with specific reference to:
    - Women empowerment
    - Youth development
    - Gender
    - Climate change regulations
    - Value for money
    - Innovation

- Risk taking
- Administrative processes and procedures

#### B.4 KEY INTERNAL AND EXTERNAL INFLUENCERS

<b>Internal</b>	Board and Sub Committees All staff
<b>External</b>	Sector Stakeholders Partners Constituencies Clients Public

#### SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

**C.1 ESSENTIAL REQUIREMENTS OF THE POST**

State the minimum educational, qualifications and experience that are required to perform the job competently.

<b>Qualification</b>	A relevant degree or diploma in administration, governance, business management or a related field.
<b>Experience</b>	A minimum of five (5) years' relevant experience, including at least two (2) years providing senior-level support to executives, Boards, or governance structures in a complex organisation.

**KEY COMPETENCIES:**

Technical competencies	Skills	Values/Attributes

<ul style="list-style-type: none"> <li>• Analytical ability and Decisiveness</li> <li>• Understanding of Corporate governance principles</li> <li>• Information management, data protection and confidentiality, including secure handling of sensitive Board, executive and organisational information.</li> <li>• Sound judgement in managing information and cybersecurity risks across digital platforms and shared systems in a decentralised, multi-country environment</li> <li>• Quality management of executive, governance and organisational outputs</li> <li>• Policy implementation</li> <li>• Stakeholder management</li> <li>• Project coordination and support, including tracking actions and deliverables</li> <li>• An understanding of the strategic delivery requirements of The Trust</li> <li>• A sound understanding of poverty challenges and human rights development</li> <li>• Working knowledge of applicable legislation relevant to governance, employment, and organisational compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Analytical thinking, problem-solving and sound decision-making</li> <li>• People and diversity awareness, including working effectively across cultures, countries and teams</li> <li>• Change Management</li> <li>• Stakeholder orientation and relationship management</li> <li>• Communication skills, both written and verbal</li> <li>• Coordination with suppliers and service providers</li> <li>• Advanced skills in Microsoft Office and digital collaboration platforms (e.g. Teams, SharePoint, Board portals), including experience working with project and task management systems (such as Asana, Monday.com, Trello or similar) to track actions, deadlines, dependencies and executive deliverables.</li> <li>• Strong administrative and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to feminist, care-centred and values-driven ways of working</li> <li>• High levels of discretion, integrity, and ethical judgement</li> <li>• Ability to work with empathy, respect, and cultural sensitivity across diverse contexts</li> <li>• Agility and adaptability in a fast-changing, decentralised environment</li> <li>• Deadline-oriented</li> <li>• Strong organisational discipline and follow-through, prioritising</li> <li>• Professionalism</li> <li>• Constructive and solutions-oriented approach</li> <li>• Initiative and proactive problem-solving</li> <li>• Commitment to high-quality work and attention to detail</li> <li>• Flexibility and adaptability in response to changing priorities</li> </ul>
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#### SECTION D: APPROVAL OF JOB DESCRIPTION

TITLE	NAME	SIGNATURE	DATE
CEO			
Incumbent			

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