

# PERSONAL ASSISTANT TO THE CEO

## Job Purpose

Reporting to the Chief Executive Officer (CEO), the position will be responsible for providing administrative support to the office of the CEO.

## The Job

The incumbent will be responsible for, among others, the following:

- Coordinating internal and external meetings, including EXCO meetings, as well as, providing administrative support.
- Building strong relationships with internal and external stakeholders.
- Set up travel, meetings, speaking engagements, and appointments for the executives and ensure that there are no schedule conflicts.
- Ensure the CEO is fully briefed on, or prepared for, any engagements he is involved in.
- Facilitate effective communication between the Chief Executive Officer's office and other offices to ensure smooth and timely dissemination of information.
- Process all correspondence prepared by the office to enhance efficiency.
- Assist the CEO with building and maintaining a cohesive leadership team by developing, communicating, and reinforcing clarity.
- Prepare correspondence on behalf of the CEO – including the drafting of general replies.
- Maintain the Authority's record-keeping systems and maintain compliance with all applicable requirements.
- File and safeguard confidential information to facilitate proper control of information flow.
- Minute general meetings as required and complete research on behalf of the CEO.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Provide historical reference by developing and utilizing filing and retrieval systems, and recording meeting discussions.

## Academic Qualifications and Experience

The right candidate will possess a Bachelor's Degree in Management, Business, or a related field. A minimum of five (5) years' work experience in a commercial, State Owned Enterprise or corporate environment supporting Executives/Senior Management.

If you believe you are suitable for the role, please send your CV, certified copy of Omang, Certified copy of certificates, and application letter to the following address.

Email address: [recruitment@testrite.co.bw](mailto:recruitment@testrite.co.bw)

Subject: **Personal Assistant to the CEO**

Applications Closing Date: **9th December 2023**

**ONLY SHORTLISTED CANDIDATES  
WILL BE RESPONDED TO**

*Gambling Authority Has Zero Tolerance For Corruption*

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