

**EXECUTIVE ASSISTANT**  
**SALARY: MARKET RELATED**

The KZN Growth Fund Agency is a private equity and private debt Fund based in Durban reporting the Kwa-Zulu Natal Department of Economic Development, Tourism and Environment Affairs (EDTEA). The Agency seeks to appoint an experienced and suitable Executive Assistant.

Reporting to the Chief Executive Officer, the successful candidate will be responsible for providing comprehensive support to the Chief Executive Officer (CEO). This position requires the ability to anticipate needs, think critically, and offer solutions to problems with high level of professionalism and confidentiality.

**The ideal individual will be responsible for:**

- Manage the CEO's diary.
- Liaising with internal and external clients on behalf of the CEO members.
- Provide secretarial services for EXCO members.
- Prepare and collate speaking and meeting briefs for the CEO in consultation with the senior team.
- Providing assistance to other administrative staff members.
- Processing information which includes, editing and formatting of documents, distributing of documents and filing.
- Event co-ordination.
- Ensure that stakeholder database for KZNGFA is updated.
- Coordinate all travel, accommodation, and itineraries for the CEO and Exco members.

**The following minimum requirements must be met to be considered for this position:**

- National Diploma in Office Management or equivalent qualification is preferred.
- 5 years' secretarial, personal assistant or office administration experience or experience in a similar role.
- Understanding EXCO's functions and areas of responsibility.
- Maintain a high level of professionalism and confidentiality.
- Excellent communication skills in both written and verbal.
- Excellent typing skills, minutes taking or transcription abilities.
- Planning and organizing
- Business etiquette

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**KZN GROWTH FUND TRUST EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.**

**Designated group candidates are strongly encouraged to apply.**

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both "return receipt" and "confirm delivery". If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

**Interested applicants should forward a detailed CV, certified copies of qualifications and ID documents to:**

[recruitment1@kzngf.co.za](mailto:recruitment1@kzngf.co.za)

**Closing Date: 13 March 2025**