



The Ports Regulator of South Africa was established under the provisions of the National Ports Act, 2005. Its vision is to be a world class economic regulator.

The Ports Regulator has the following vacancy:

Personal Assistant to Chief Executive Officer (CEO)

Total cost to company: R 578 464.00

The Regulator is an independent body mandated to regulate the National Ports Authority in terms of the provisions of the National Ports Act, 2005 (Act No. 12 of 2005). We are seeking a highly structured/organised, professional, and proactive Personal Assistant to the Chief Executive Officer (CEO) to provide executive-level office administration support and ensure the efficient functioning of the Office of the CEO.

Qualifications and Requirements

- Possess a National Diploma/Degree in Office Administration, Business Administration, or a related field.
- At least 5 years' experience in executive administrative support or as a Personal Assistant to senior management/executives preferably in a corporate environment
- Excellent written and verbal communication skills.
- High level of computer literacy (MS Office Suite, Outlook, PowerPoint, Excel).
- Letter, presentation, Memo and submission drafting skills.
- Strong organisational skills with the ability to prioritise and manage multiple tasks under pressure.
- Demonstrated ability to work with discretion and maintain confidentiality.
- Professionalism, attention to detail, and problem-solving ability.

Key Responsibilities:

- Manage the CEO's diary, schedule meetings, and coordinate appointments.
- Prepare agendas, minutes, presentations, and briefing materials for meetings.
- Coordinate and arrange travel, accommodation, and logistical requirements.
- Coordinate communication between the CEO, executives, staff, internal stakeholders, and external stakeholders
- Conduct research, and compile briefing notes, presentations, and reports to support decision making
- Act as the first point of contact between the CEO and internal/external stakeholders.
- Manage correspondence, including drafting letters, emails, and reports.
- Maintain confidentiality and handle sensitive information with discretion.
- Support the CEO in the planning and coordination of organisational projects, stakeholder engagements, and events.
- Ensure effective office administration and workflow management for the CEO's office.

Key Competencies:

- Strong interpersonal and relationship management skills and stakeholder management
- Strong communication skills
- Ability to work independently with minimal supervision.
- Proactive, adaptable, and resourceful approach.
- Excellent time management and multitasking abilities.
- Excellent document management and writing skills.

The Ports Regulator is an equal opportunity employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist in meeting the organisation's EE targets. The Ports Regulator reserves the right to not fill any position.

Applications must consist of the following:

1. A comprehensive letter of application which includes:
 - 1.1 Notice periods required in current position
 - 1.2 Employment Equity status
 - 1.3 Residence status (RSA citizen, etc.)
2. A complete CV attached thereto, which includes:
 - 2.1 Thorough academic and work history
 - 2.2 Languages spoken and proficiency
 - 2.3 Responsibilities in each position held
3. A copy of the Identity Document
4. Certified copies of Senior certificate and other relevant qualifications.

Contact the Ports Regulator recruitment team at: recruitment@portsregulator.org for any enquiries.

Forward your application, clearly stating the position which you are applying for, in the e-mail subject title, to: recruitment@portsregulator.org by no later than close of business on 22 November 2025.

Only short-listed applicants will be contacted.

Note: By submitting your application, you give consent to the Ports Regulator in processing your personal information for recruitment and selection purposes.

It is the intention of the National Department of Transport, to integrate the Ports Regulator, as its Public entity, into a Single Transport Economic Regulator (STER) or such other regulatory reform institution, which shall be determined by the Ports Regulator and or the Minister of Transport. As such, the offices of the Ports Regulator may be transferred to such other place as the Ports Regulator at its sole and absolute discretion may determine. The successful candidate must note that the offices, currently located in Durban, maybe relocated.