



The AIDC Eastern Cape (AIDC-EC), a wholly owned company by ECDC, is the province's institutional mechanism that is mandated to promote and facilitate the automotive industry growth and development by supporting the government's industrial policy and other strategic initiatives that will contribute towards the provincial economic growth. As a developmental institution, AIDC-EC has positioned itself to contribute to the growth of South African automotive industry; support government's automotive related objectives; contribute to the government and industry's goals of continuous growth and sustainable job creation; and support ECDC's macro development plan and consequently contribute to the provincial growth and development plans.

With the head office based in Gqeberha within the Nelson Mandela Bay economic hub and with a branch office in East London, AIDC-EC is working hard to establish a strong presence throughout Eastern Cape Province. Considering the fast pace of globalisation and technological development, a challenging and rewarding opportunity has thus arisen for the following positions:

Executive Support

The AIDC-EC aims to recruit **Executive Support** on a permanent basis. The successful candidate will report directly to the **Chief Financial Officer**.

Purpose of Position:

Executive Support serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the office of Executive Management. The Executive Support serves as a liaison to the Executive Managers and senior management teams, organises and coordinates executive and external relations efforts; and oversees special projects

Roles and Responsibilities:

Executive Support

- Coordinates logistics for high-level meetings both internally and externally.
- Conducts research on prospective industry partners to identify and evaluate current needs and assembles materials needed for the proposals.
- Supports Executive Management in his/her external commitments
- Conserves Executive Management's time by reading, researching, and routing correspondence, drafting letters and documents, collecting and analysing information, initiating telecommunications.
- Maintains Executive Management's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Executive support represents the CFO by attending meetings in the executive's absence.



Records and reports

- Maintain databases, collect and analyse information and prepare regular status reports.
- Accurately record discussions, decisions, and action items during executive or departmental meetings.
- Organise minutes in a clear, concise format. (*With headers like Attendees, Agenda items, Discussions.*)
- Draft regular internal reports (e.g., weekly updates, departmental progress, performance metrics).
- Updates the contracts register and procurement plan based on contracts the CFO signs.

Event or Travel Reports

- Create post-event reports detailing attendance, outcomes, feedback, and follow-up tasks.
- Prepare travel reports summarising meetings attended, outcomes, contacts made, and action points.
- Organise travel and coordinate it for the executive of the unit/s.

Qualifications and education requirements

- Grade 12 or equivalent.
- Diploma or bachelor's degree in administration, or similar field is strongly recommended.
- Proven experience of 1-2 years in an executive support or senior administrative role.

Experience

- Work experience as an Executive Secretary, or similar role
- Excellent MS Office knowledge
- Outstanding organisational and time management skills
- Excellent verbal and written communication skills
- Discretion and confidentiality
- Exceptional interpersonal and problem-solving skills

Competencies / Skills / Knowledge:

- Adaptability, Flexibility and Resilience
- Communication (written and verbal)
- Teamwork
- Planning and Organisational Skills
- Attention to Detail and Accuracy
- Service Excellence
- Problem-Solving Skills
- Report Writing Skills



Please send your detailed CV; certified copies of academic qualifications, contactable references and certified copy of ID to: recruitment@aidcec.co.za

Please note that correspondence and communication will only be conducted with short listed candidates and preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the company.

If you have not been contacted within eight weeks after the date of the advertisement, please regard your application as unsuccessful.

In making these appointments, AIDC-EC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Closing date: 20 March 2026