

SECRETARIAL SERVICES:
JOB DESCRIPTIONS AND GENERAL INFORMATION

Staff should be aware that the matters we are dealing with are of an extremely sensitive nature; please observe confidentiality at all times.

As Secretarial Services staff, together with Convention Management, we all fall under the Consultative Business Movement banner. CBM was designated to undertake these functions and we have all been seconded to them. Theuns Eloff represents CBM here.

All the executive functions (Secretarial Services, Travel, Convention Management, Media, Protocol, etc) fall under the control of the administrative office. Queries can therefore be referred to Murphy or Billy, for example, if they cannot be handled here.

JOB DESCRIPTIONS

The following are the basic areas of responsibility for each team member. However, owing to the nature of the task, we will all be called upon to take up work outside of our specifically designated areas from time to time.

We are all working on an hourly paid basis and we must be on stand-by 24 hours a day, except under special circumstances. Accommodation is available at a nearby hotel as of Monday 16 December, should this enable you to be more available.

I am responsible for all the work, decisions, accountability and confidentiality of the work that we do. Each of you is accountable to me in my position as Head of Secretarial Services, as appointed by CBM.

I know that we all have many skills that we cannot necessarily use to their fullest in this job; the crux of the matter is to do whatever we have to do excellently!

- Gladys Typing, shorthand, handling of petty cash
- Robin Managing file system, filing, updating all phone and fax lists daily, updating in-house phone list, distribution of the foregoing lists
- Ashley Minute-taking (primarily of Secretariat and Steering Committee meetings), venues management, facilitating task-sheet update

Yvonne
Cindy Managing phone calls, dealing with enquiries, keeping abreast at all times of daily task sheets and information briefs sent out to attendees

Sandra Managing incoming and outgoing faxes, referring all incoming material to Elaine, keeping meticulous records of transmission reports against requests for faxing, physically conveying copies of faxes to relevant parties as designated by Elaine, monitoring facsimile machines' paper requirements, etc

Gillian Secretary to the Media Management Committee, assisting with communication between Secretarial Services and Media Management, including the passing on of all minutes

Colleen Registration and ordering stationery (registration will include handling name tags, document wallett, access maps, communicating resource requirements, requisitioning specific stationery required, etc)

Elaine Keeping abreast of all decisions made with reference to requirements of Secretarial Services by the rest of CODESA, traffic flow and co-ordination of incoming and outgoing documentation and other material

All work will be assigned ONLY by Elaine or Colleen; Colleen, in particular, should report to Elaine regularly.

Should you be asked to do work by other members of CODESA, please refer them to Elaine, before accepting the task.

Every member of staff of Secretarial Services must submit a time-sheet to Elaine for signature, at the end of each day, in order to facilitate payment.

Please note: Parties will have their own offices from Monday 16 December onwards. We are not to accept work from the parties; a separate small office with one typist / one PC / one fax machine will be available for the use of "small parties".

I look forward to working with each of you. There are probably as many people looking to the failure of this section as there are to its success. So let's do a great job!

Elaine