



THE COMPETITION TRIBUNAL

(Established by the Competition Act No. 89 of 1998)

The Competition Tribunal ("the Tribunal") is an independent adjudicative body established in terms of section 26 of the Competition Act, 89 of 1998, as amended ("the Act"). It adjudicates on competition matters including mergers and prohibited practices (including cartels and abuse of dominance cases) and acts as a court of first instance in competition matters.

In terms of section 35 of the Act, the Chairperson of the Competition Tribunal hereby invites applications for the following position in the Tribunal (Pretoria).

Executive Assistant

Total Cost to Company Annual Salary Starting at R1 112 273.00

Reporting to the **Chairperson**, the incumbent will be required to provide support to the Chairperson by effectively managing schedules and performing various responsibilities, including complex and confidential administrative, secretarial and analytical tasks. The role shall include the following:

Key Responsibilities

- Manage and coordinate the Chairperson's schedule.
- Review and organise documents for the Chairperson's attention in order of priority.
- Proactively maintain appointment schedules by planning and scheduling meetings.
- Manage the Chairperson's diary.
- Liaise with Tribunal members and the dtic as required by the Chairperson.
- Check electronic mail regularly throughout the day and highlight urgent matters.
- Draft, review and send communications as required by the Chairperson.
- Prepare, organize and review case documents as well as strategic and performance plans of the Tribunal.
- Prepare documents for meetings, monthly reports and presentations.
- Provide governance support to the Chairperson, including following-up on compliance and reporting.
- Ensure that time frames are adhered to in respect of reports and follow-up on deadlines in respect of work processes and reports.
- Draft and circulate minutes of meetings.
- Provide a record management function, including collection, distribution, retrieval and filing of records.
- Provide a logistics function.
- Arrange travel and accommodation, book conferences, seminars and make any other arrangements associated with travel as required, provide detailed itineraries, and rearrange other diary commitments where necessary.
- Ensure that the Tribunal and Chairperson are operating at a high level of efficiency by providing the necessary support to the Chairperson.

Qualifications, Skills and experience

- A secretarial diploma or Paralegal studies or diploma.
- A minimum of 5 years relevant experience in a secretarial, paralegal or similar role.
- Excellent verbal and written skills.
- Proficient Microsoft Office Skills (Word, Excel, Outlook and Powerpoint).
- Highly organised, with high attention to detail.
- Good interpersonal skills.
- Good time-management skills.
- Good communicator, who easily communicates with high level stakeholders.
- Good multitasker that adjusts quickly to changing priorities and conditions.
- Possess a strong willingness to work hard and long hours when required to get the job done.
- Ability to interact with executives, senior management and staff at all levels.

- Ability to work independently.
- Applying initiative and innovation in work processes.
- Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.
- Developing and applying the most effective and efficient knowledge management processes, with a focus on continuous improvement.
- Possess a 'can do' approach to work.

Please email your cover letter and CV to: vacancies@comptrib.co.za stating the position that you are applying for on the subject line. Enquiries can be directed to the HR Manager, Ms Bellah Kekana at Bellahk@comptrib.co.za. Applications must be submitted no later than 17h00 on **06 November 2026**.

Applicants must consider themselves unsuccessful if they have not received communication from the Competition Tribunal two weeks after the closing date.

The Tribunal respects diversity and is an equal opportunity and employment equity employer.