

The South African Green Industry Council (SAGIC), a large non-profit organisation in the Green Industry, who serves the interests of related associations, organisations, government departments, private and public companies as well as individuals, requires the services of an Executive Administrator.

PLEASE SEND YOUR CURRICULUM VITAE TO
info@sagic.co.za

**PLEASE NOTE THE DEADLINE of 26 MARCH
2018**

If you have not be contact within 5 working days i.e. by 5 April 2018, your application was not successful.



EXECUTIVE ADMINISTRATOR

1. JOB INFORMATION SUMMARY

JOB TITLE	:	EXECUTIVE ADMINISTRATOR
NATURE OF APPOINTMENT	:	Part-time position – hours to be discussed
REMUNERATION	:	To be discussed
LOCATION	:	Johannesburg
REPORTS TO	:	Chairperson

2. JOB PURPOSE

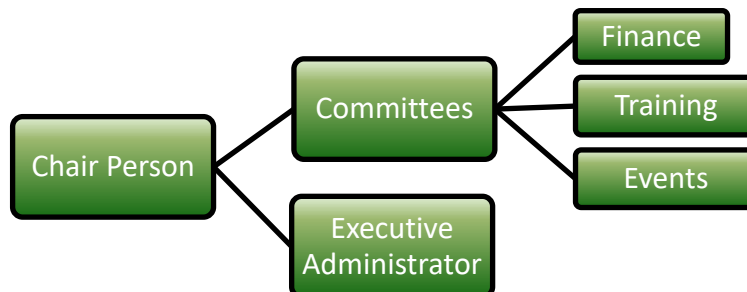
To provide direct support to the Chairperson and committees in all strategic and operational activities of the Council pertaining to the five (5) core areas of operation:-

- i. Administration
- ii. Finance
- iii. Training
- iv. Events
- v. Stakeholder Engagement

The appointed person is expected to undertake specific allocated tasks as determined by the Chairperson in consultation with the committees.

The role of the appointed person is to promote the organisation to all external stakeholders whilst ensuring that all internal aspects are co-ordinated and managed so as to bring about and support a membership based culture.

3. DIMENSIONS



4. KEY RESPONSIBILITIES

The main emphasis of the executive administrator is to ensure the smooth and timeous operation within the SAGIC office in line with the requirements of the Council's executive team.

It is a key responsibility of this role to ensure that all of the logistical arrangements are made vis-a-vis the planning, execution and record keeping of all Council related meetings and those of the committees and where applicable sub-committees / task teams.

The Chairperson may from time to time assign functions and / or delegate certain responsibilities as and when required.

These Responsibilities include the execution of all duties associated with this position as follows, but not limited to:

- i. General Administration
 - Maintaining the calendar of Council.
 - Setting up and co-ordinating all the meetings of Council.
 - Assist with the logistical and subsistence arrangements for all the meetings, training sessions and events.
 - Drafting the minutes and action item lists arising from the meetings and tracking progress.
 - Co-ordinating all the curriculum development sessions that are being undertaken to meet the requirements of the Agriseta and the QCTO.
 - Maintain a database with up to date contact details of all the member associations/ organisations/ government departments/ individuals of Council.
- ii. Finance
 - Liaising with the appointed bookkeeper and assisting with ad hoc activities arising from such.
- iii. Training
 - Co-ordinating all the training events.
 - Establishing a participant list.
 - Advising the finance person as to the invoicing that is to be undertaken.
 - Establishing and maintaining a record of attendance for all training sessions.
 - Preparing the certificates of attendance for the training sessions.
- iv. Events
 - Co-ordinating all events.
 - Marketing and promoting the events within the member organisations, associations, departments etc.
 - Establishing an attendance register.
 - Advising the finance person as to the invoicing that is to be undertaken.
 - Preparing attendance certificates as and when necessary.
- v. Stakeholder Engagement
 - Day to day responses to emails.
 - Setting up engagement sessions as per the instruction of the Chairperson and or committee chair persons.
 - Send out notifications to all stakeholders as and when necessary.
 - Update the organisation's website from time to time.
 - Assisting with content for the Council's Facebook profile and twitter handle as and when necessary.

5. COMMUNICATION AND WORKING RELATIONS

The Executive Administrator has a direct reporting responsibility to the Chairperson and informal accountability to the members of the committees. Furthermore the Executive Administrator will provide administrative support to the committees via committee chairs and with information requests and communication with external parties.

6. WORKING CONDITIONS

The role of the appointed person requires a balance of internal management control and external stakeholder relations within the parameters of the part time position and the hours agreed upon.

The appointed person will be required to be prepared to attend meetings with external stakeholders.

The position is not necessarily office bound at this stage but may become such in the near future. This will be discussed with the successful incumbent.

7. EQUIPMENT USED

SAGIC will be responsible for providing the appointed person with the necessary infrastructure conducive to the delivery of the responsibilities outlined in Section 4, "Key Responsibilities", above. This will include as a minimum a dedicated PC/Laptop with 3G connectivity, on a needs basis a cellular telephone plus a monthly cell phone allowance. Printing facilities based within the operational business premises. The successful incumbent is to have a valid driver's license and have own access to a vehicle.

8. COMPETENCY PROFILE

The competency profile indicates the essential and desired competencies required to perform the job:

COMPETENCIES	ESSENTIAL (minimum)	DESIRABLE (serve as a recommendation)
EDUCATION AND TRAINING	Bachelor's degree	
RELEVANT EXPERIENCE	5 years minimum	10 years
KNOWLEDGE OF	Strong interpersonal skills Computer applications: Microsoft Word, Outlook, Excel, and Power Point.	General knowledge and understanding of the Green Industry in South Africa.
SKILLS	Excellent organizational skills, time management skills. Excellent communication skills, including verbal, reporting, writing, editing and formatting of documents etc. Be able to conduct her/himself in a professional manner. Ability to work well under pressure. Commitment to professional integrity and ethics. Attention to detail.	Webpage management, updating and establishing links etc.
VALUES/ATTITUDES	Commitment to maintaining best practices in service, innovation, and efficiency. Commitment to a collaborative work environment. Eagerness to assist and grow all aspects related to the organisation. Team player.	