



**JOB OPPORTUNITY: SALI CAPE
REGIONAL OFFICE ADMINISTRATOR**

SALI REGIONAL OFFICE HAS A CAPE TOWN BASED VACANCY FOR A REGIONAL OFFICE ADMINISTRATOR REPORTING TO THE REGIONAL COMMITTEE

The position requires an individual with the following characteristics:

- Able to work independently and show initiative
- Strong organizational skills
- Enjoy interacting with people
- Resourceful in researching industry related matters

Minimum requirements:

- Tertiary qualifications or equivalent with administration experience
- Minimum of 5 years' experience in administrative field
- Excellent verbal and written communication skills
- Financial knowledge
- Fluent in English
- Fully computer literate
- Valid driver's license

THE RESPONSIBILITIES INCLUDE:

- Work closely with the Chairperson and portfolio holders on the regional executive committee and assist them in their duties
- Assist and work closely with other regional / national Operations Directors
- Entire responsibility for the efficient functioning of the SALI Regional office i.e.
 - Disseminating information to members / industry
 - Processing new membership applications / cancellations of membership
 - Financial support to the Treasurer, management of accounts, payments, invoicing, debt management. etc.
 - Liaising with Accountant and feedback to Treasurer
 - Familiarizing with mandatory statutory documents required of SALI members
 - Filing of data which is available to Executive Committee at all times
 - To assist all regional offices form a uniform system of shared administrative documents available on the Cloud
- Processing annual Award entries, appointment of judges, co-ordinating viewing sites, etc.

- Represent the Institute and liaise closely with other industry related bodies such as SAGIC, SACLAP, CGF, CRLG, SABI, LIA, etc.
- Following news on industry related matters i.e. SACLAP updates and CPD opportunities for members, CIDB requirements, labour related issues, etc.
- Actively grow and develop the Associations membership
- Actively (weekly) contact members (telephonically) requesting information highlighting their businesses and projects for FaceBook / Website – this information is fed back to Marketing Manager
- Attend events / functions / training – take photographs and write short description of event for Marketing Manager for uploading to FB
- Follow the SALI FaceBook and Instagram pages as well as members pages
- Liaise with industry / suppliers for sponsorship of events
- Arrange / administer, attend monthly regional meetings and annual AGMs
- Prepare & circulate Agenda prior to meeting, record and distribute Minutes after the meetings, action issues raised during meetings and follow-up with committee members
- Attending National meetings when in the region
- Arranging a venue / catering for National meetings, liaise with delegates re transport from airport to venue
- Attend annual SAGIC Convention when held in region. Liaise with National office to ensure all matters are taken care of in supporting successful Convention in region, specifically the SALI Awards and Banquet event.

Interested applicants must submit their CV with a letter motivating why you should be favorably considered for the position.

Applicants must also provide the full names, addresses and phone numbers of at least three referees.

Applications to be addressed to: SALI Cape Regional Chairman: gafleyc@outlook.com

CLOSING DATE FOR APPLICATIONS: 18 APRIL 2019