

## **ADVERTISEMENT: SALI OPERATIONS DIRECTOR – GAUTENG REGION**

The South African Landscapers Institute's Gauteng Regional Executive Committee is looking for a dynamic and energetic candidate to fill the full-time role of the Operations Director for the region.

This high energy position will require the successful candidate to have an in-depth knowledge of the landscaping industry, excellent computer skills, be based in Gauteng, have his/her own transport and a valid driver's licence.

### **The core requirements of the position will be to:**

- Co-ordinate and facilitate the activities of the portfolio holders on the Gauteng Regional Executive Committee as well as the National Executive Committee relating to: Membership, Functions & Events, Marketing, Communication, Mediation, Education & Training, Environmental, Social Responsibility, Finance & staffing etc.
- Actively grow and develop the Association's membership.
- Be conversant in industry related matters such as the latest CIDB requirements, basic contracting agreement methods, labour related issues and matters and all other technical items covered in the standard documents and constitution of the Association. etc.
- Represent the Association, and liaise closely with other industry related bodies such as SAGIC, SACLAP etc.
- Good Communication skills are expected, with experience in chairing of meetings, recording of minutes, compiling of, and presentation of reports and general skills relating to formal presentations.
- Keen administrative skills with experience in cash flow management, financial budgeting, statutory documentation, office management and filing of data required.
- Marketing of the Association and management of various communication platforms such as Newsletters, Facebook & Instagram accounts etc.
- The candidate will also be closely involved in supporting the SALI National Committee.

To apply, please e-mail your CV and motivational letter with references (in PDF format), for the attention of the SALI Gauteng Regional Chairman to [info@sali.co.za](mailto:info@sali.co.za) (please specify 'SALI Operations Director Application' in the subject line of your e-mail)

**Only short-listed candidates will be contacted.**

**Closing date for applications: 31 May 2018**