

## **JOB VACANCY: OPERATIONS DIRECTOR** **SALI GAUTENG REGION**

**THE SALI GAUTENG REGIONAL OFFICE HAS A JOHANNESBURG BASED VACANCY FOR A OPERATIONS DIRECTOR, REPORTING TO THE REGIONAL & NATIONAL COMMITTEE**

The position requires an individual with the following characteristics:

- Motivated and 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 & own transport

### **THE RESPONSIBILITIES INCLUDE:**

- Work closely with the chairperson and portfolio holders on the regional and national executive committee and assist them in their duties.
- Assist, co-ordinate and work closely with other regional offices.
- Entire responsibility for the efficient functioning of the SALI Regional & National office i.e.
  - Co-ordinating information between members and 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 from a uniformed 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, 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 SALI membership base.
- Actively (weekly) contact members (telephonically) requesting information highlighting their businesses and projects to feature on SALI's digital media platforms
- Attend events / functions / training – take photographs and write short description of event for Marketing Manager for uploading to Fsocial media platforms
- Follow SALI's Fa social media platforms as well as members' pages
- Liaise with industry / suppliers for sponsorship of events
- Arrange / administer, attend and minute monthly regional meetings and annual AGMs
- Arrange / administer, attend and minute quarterly national 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 favourably considered for the position.

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

Applications to be addressed to: SALI Gauteng Regional Chairman: [info@sali.co.za](mailto:info@sali.co.za)

**CLOSING DATE FOR APPLICATIONS: COB on 26 APRIL 2019**