



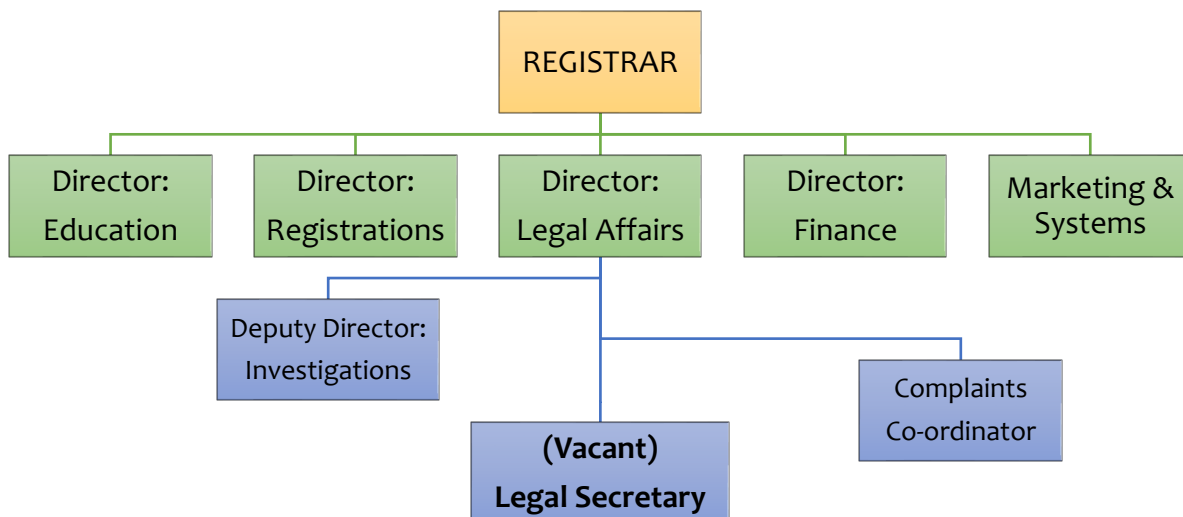
## SOUTH AFRICAN VETERINARY COUNCIL

The South African Veterinary Council (SAVC) is a non-profit organisation of the Veterinary and Para-veterinary professions, promoting the health and well-being of South Africans through the promotion of animal health, production and well-being.

The SAVC achieves its mandate through the regulations of the standards of training, ethical and practice standards of veterinarians, veterinary nurses, animal health technicians, veterinary technologists and laboratory animal technologists thereby protecting the interests of those dependent on animals and assuring public health.

The SAVC intends to appoint a successful applicant to the following vacancy at its offices in **Irene, Centurion** –

<b>Job Title:</b>	<b>Legal Secretary</b>
Reporting To:	Director Legal Affairs
Subordinates:	None
Remuneration:	Market-Related, in line with SAVC salary structure



### 1. Main Purpose

The Legal Secretary will be responsible for providing secretarial and administration support to the Legal Section and Director Legal Affairs.

### 2. Minimum Qualifications and Experience:

- Grade 12 / Matric and minimum of 5 years' relevant working experience
- Legal Secretarial Diploma or Certificate
- Excellent Computer Literacy, i.e. MS Word, Excel, PowerPoint and typing skills
- Excellent English, writing and verbal communication skills
- Good telephone etiquette
- Good interpersonal and emotional intelligence to work under pressure and deal with difficult clients
- Excellent administration, planning and organising skills



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**3. Duties and Responsibilities:**

- Ensure safekeeping, filing and tracking of legal documentation and correspondence
- Opening, maintenance and closing of files for litigation, unprofessional conduct investigations and other matters
- Drafting of documentation and general correspondence
- Typing, copying, filing and other general administrative functions within the department
- Screening of telephone calls and taking messages
- Assisting with invoicing payable/due to the Council
- General office administration
- Arrangement of internal and external meetings
- Maintaining the diary of the Director Legal Affairs
- Provide Secretarial support to Director Legal Affairs with regards to Committee Meetings, duties include but not limited to:
  - Assisting with drafting agendas
  - Assisting with collating meeting packs
- Representing the Director Legal Affairs by communicating and obtaining information, follow-up on outstanding matters
- Assisting in other departments and perform ad hoc duties as and when required

**4. Application process:**

- Email detailed CV with 3 contactable references and qualifications to: [hr.officeadmin@savc.org.za](mailto:hr.officeadmin@savc.org.za)
- Applicants may be required to undertake a written exercise in the competencies required for the position.

**Closing date for applications: 24 August 2018**

*Only short-listed applicants will be contacted and the SAVC reserves the right not to appoint any applicant to the post.*

*Applications, which are received after the closing date, will not be considered.*

*In accordance with the principles of Employment Equity, preference will be given to suitably qualified candidates from the designated groups.*