

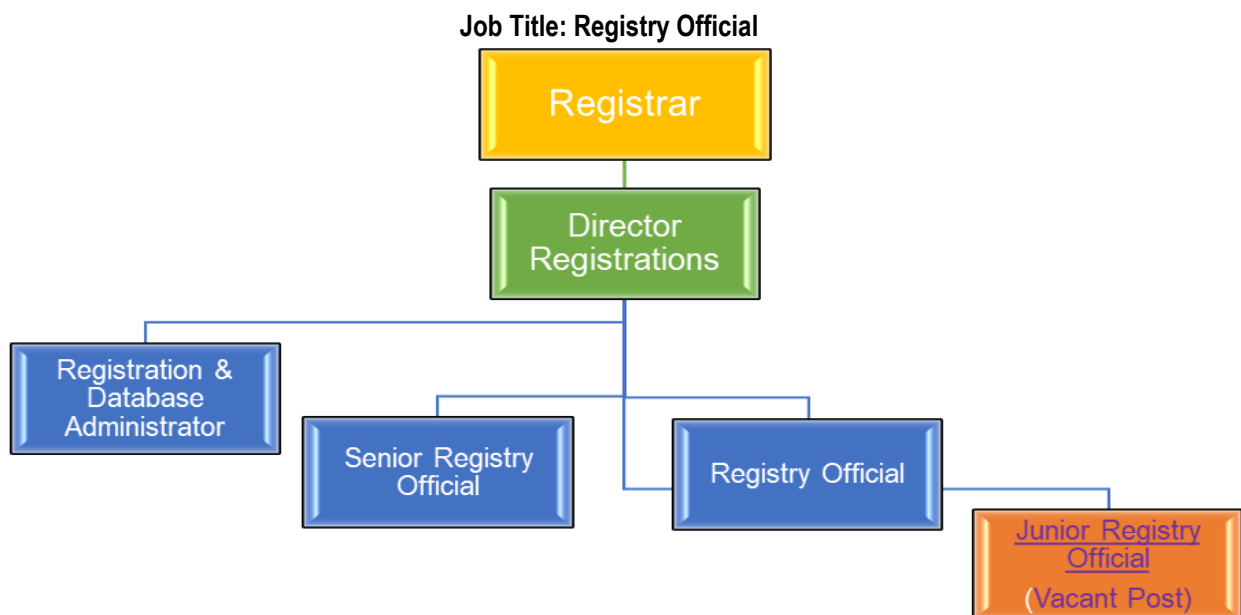


SOUTH AFRICAN VETERINARY COUNCIL

The South African Veterinary Council (SAVC) is a regulatory statutory 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 –



Reporting To: Director Registrations
Subordinates: None
Remuneration: Market-Related, in line with SAVC salary structure

1. Main Purpose:

To administer the registration procedure and database of the veterinary and para-veterinary professionals from start to finish; and handle day-to-day queries relating to the veterinary and para-veterinary professionals.

2. Minimum Qualifications and Training:

- Grade 12 / Matric
- Computer Literacy (MS Office Suite)

3. Relevant Experience and Competencies:

- Minimum of 2 years in a similar environment where communication with people is part of the job
- Good communication skills
- Strong administration skills with attention to detail
- Ability to interact with all people in a multicultural environment
- Ability to carry out reasonable instructions



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- Ability to work within a highly regulated environment but still be able to show initiative
- Have integrity
- Understanding of chain of command in a statutory body environment

4. Your Responsibilities will include but not limited to:

Registration:

- Verifying individual qualifications, other personal information
- Performing duties regarding automatic registration and removals of veterinary and para-veterinary professionals onto the SAVC register
- Performing duties regarding changes to the veterinary and para-veterinary professionals i.t.o. qualifications, status, personal details
- Capturing and updating personal [member] and facility [business] information on data base
- Preparing letters of professional standing and certificates
- Drawing and filing of all veterinary and para-veterinary professionals personal files related to registration
- Forwarding relevant documentation to applicants
- Annual registration of students, new graduates and diplomats
- Preparation of electronic, surface mail or courier documents when required
- Registration of extension of Compulsory Community Service and Locum

Office support

- Performing administrative or meeting support duties
- Rendering general assistance to the Registration section or the office at large
- Switchboard duties as and when needed
- Perform any other ad hoc duties as and when required

5. Application process:

- Email CV with copy of ID, Qualification and three [3] contactable up-to-date references to: hr.officeadmin@savc.org.za
- Closing date for applications: **01 April 2019**. *Applications, which are received after the closing date, will not be considered.* If you do not hear from us fourteen [14] days after the closing date, please consider your application as unsuccessful.
- In accordance with the principles of Employment Equity, preference will be given to suitably qualified candidates from the designated groups.
- Shortlisted applicants will be required to undertake on-site written assessment as part of the recruitment process.