The South African Veterinary Council (SAVC) is a non-profit representative 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 Pretoria—Legal Secretary to perform all secretarial duties for the legal department.

Applicants wishing to apply to this position need to meet the following minimum requirements:

- Matric (Grade 12)
- Relevant tertiary qualification
- 8 years’ experience in legal environment
- Good reading comprehension and writing skills
- English language proficiency
- Secretarial and administrative skills
- Accuracy and attention to detail
- Legal matter acumen
- Time management skills
- Computer literate
- Documentation, planning and organising skills
- Sound communication skills
- Ability to interact on all levels
- Deadline driven

The SAVC is offering a market related salary depending on your experience and qualifications. A six month probation period will apply. The successful applicant will need to commence employment as soon as possible.

Application forms and guidance in respect of the application process can be found on the website of the SAVC – www.savc.org.za. Please send your CV to hr@savc.org.za in conjunction with the application requirements found on our website.

The deadline for applications is 18 July 2014. Please note that if you haven’t been invited for an interview 14 days after application, please consider your application as unsuccessful.