

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

Job Title:	Education Assistant
Reporting To:	Director of Education
Remuneration:	Market-Related, in line with SAVC salary structure

1. MAIN PURPOSE

To provide general administrative support to the Director of Education, the Education Section and the SAVC office.

2. MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum two year secretarial or administrative post-matric qualification
- Tertiary qualification would be advantageous
- Minimum 4 years' experience in administration support within a similar environment where communication with internal and external stakeholders is an integral part of the job
- Excellent Computer Literacy, i.e. MS Word, Excel, PowerPoint and typing skills
- Excellent written and verbal communication skills
- Good interpersonal and emotional intelligence to work under pressure and people orientated
- Excellent administration, planning and organising skills

3. DUTIES AND RESPONSIBILITIES:

- Drawing and filing of files and documents related to education matters
- Assist with dissemination of information to stakeholders as and when required and/or when instructed
- Assist with dealing with queries relating to education matters
- Preparation of electronic-, surface mail or courier documents when required
- Photocopying and scanning
- Execution of administrative tasks relating to examinations, monitoring and visitations as per instruction
- Preparation for all education-related meetings
- Execution of education-related tasks following meetings
- Provide administration support to the Director of Education, Education Section and the SAVC office at large
- Execution of committee decisions upon instruction
- Telephone and switchboard duties, when required

4. Application process:

- Email detailed CV with 3 contactable references, certified copy of ID, matric certificate and qualifications to: meetings@savc.org.za
- Applicants may be required to undergo an assessment in the competencies required for the position.

Closing date for applications: Friday, 23 October 2020

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.