

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** –

<b>Job Title:</b>	<b>Registry Official – CPD &amp; Database</b>
Reporting To:	Director Registrations
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 administer the annual CPD [Continued Professional Development] audit procedure and handle day-to-day queries relating to the CPD audit and database system.

### 2. MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Grade 12 / Matric
- Tertiary qualification would be advantageous
- Minimum of 3 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:

- Verifying individual qualifications, other personal information
- Performing duties regarding automatic registration and removals from registers
- Performing duties regarding changes to the register [qualifications, status, personal details]
- Capturing and updating personal [member] and juristic person [business structures] information on database
- Drawing and filing of all personal files related to registration
- Forwarding relevant documentation to applicants
- Administering the annual CPD audit process from start until completion, under the supervision and direction of the Director Registrations
- Update and maintain the SAVC member database
- Preparation for all Registration and CPD-related meetings
- Execution of Registration and CPD-related tasks following meetings
- Provide administration support to the Director Registrations 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](mailto: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.***