



BOARD ADMINISTRATOR (3 YEAR CONTRACT)

The Board Administrator coordinates and administers activities related to the Council and its committees.

Tasks will include:

Work closely with the Council and Committee members to achieve organisational goals. Assist the Board Secretary in planning meetings, draft agendas, generating minutes, reports and distributing all materials and communicating with Council and Committee members in the absence of the Board Secretary.

Competency Requirements:

- Verbal and written communication skills
- Attention to detail
- Confidentiality
- Planning and organising
- Integrity
- Service orientated
- Initiative
- Stress tolerance
- Organised mind and ability to multitask

Key responsibilities:

- Plan and manage the annual programmes and venues/ logistics for council and committee meetings
- Manage timely circulation of agenda's and supporting documents;
- Oversee and coordinate administrative and logistical support prior to and during meetings of the Committees;
- Manage submissions requiring Committees approval and facilitate the production of minutes and implementation of resolutions;
- Manage the process of follow-up and implementation of action plans;
- Assist in the recording of critical documents such as minutes, annual reports, resolutions in the correct filing format (hard copy and electronic formats)

The Suitable incumbent will have:

- Matric with Diploma in Secretarial practice
- A minimum of 2 years' experience as junior legal secretary
- Experience in a highly deadline driven environment;
- Minute taking skills;
- Knowledge of MS Office and ability to work with legal technology (computer systems, transcription software, Dictaphone etc.).
- Proficiency in English
- Outstanding time-management and typing skills

Salary: R175 000-R300 000 (All Inclusive)

Job Type: 3 year contract

Commencement: ASAP

To apply, forward your C.V. sabraham@sacnasp.org.za on or before 11 March 2022

These positions will comply with Employment Equity principles.

SACNASP reserves the right not to make an appointment.