

JOB Advertisement: Secretariat Officer (Temporary Position)

The South African Geomatics Council (SAGC) is seeking a dynamic and experienced individual to fill the position of **Secretariat Officer**. This temporary role will be based at our office in Bruma, Johannesburg, and is available until **31 March 2025**.

Job Title: Secretariat Officer

Location: Bruma, Johannesburg

Salary: Negotiable

Job Type: Temporary until 31 March 2025

Closing Date: 7 October 2024 (Close of Business)

Application: Interested candidates should send their CV to registrar@sagc.org.za

Main Purpose of the Job

To provide secretariat services to all Council and Committee activities, ensuring effective coordination, record-keeping, and communication.

Key Responsibilities:

- Provide administrative support to the Council and its Committees.
- Coordinate meeting agendas, minutes, and reports.
- Maintain accurate records and databases.
- Handle correspondence and communication with various stakeholders.
- Ensure compliance with governance policies and procedures.
- Facilitate communication among Council members, Committees, and external stakeholders.
- Prepare and distribute meeting materials and documents.
- Take minutes and maintain records of Council and Committee meetings.
- Provide logistical support for events and meetings.
- Perform other administrative tasks as required.



Qualifications and Experience:

- **Minimum Qualification:** Grade 12 and NQF Level 5 in Paralegal or Administrative discipline.
- **Post-School Qualification:** NQF Level 6 in Paralegal and/or administrative discipline.
- **Experience:** At least five years of relevant experience, preferably working with Councils or Committees.

Skills and Competence Requirements:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Familiarity with online meeting platforms such as Microsoft Teams and Zoom.
- Strong record-keeping and document management skills.
- Excellent time management and event/meeting planning abilities.
- Effective verbal and written communication skills.
- Attention to detail and ability to work under pressure.

Desirable Knowledge:

- Understanding of governance principles and practices.
- Experience working with Councils or Committees.
- Familiarity with SAGC's structure and operations.

