

Job profile of the SAASTEC Secretariat

Applications are invited from a suitably qualified person for an exciting and challenging position as Secretariat of the Southern African Association of Science and Technology Centres (SAASTEC). The job profile is given below. Remuneration will be commensurate with qualifications and experience.

This is a part time post that could be carried out from home. A candidate based in or near Pretoria will be given preference.

Please send your CV to squigglez@telkomsa.net on or before the 30th March 2018.

1. Control the administration and financial management of SAASTEC, a registered NPC.
2. Handle day-to-day correspondence with SAASTEC members and other stakeholders.
3. Manage and develop the membership of SAASTEC.
4. Manage the legal affairs of SAASTEC in consultation with the relevant legal experts.
5. Play a strong role in the organisation of the annual SAASTEC conference, in collaboration with the SAASTEC Board and the staff of the hosting science centre.
6. Organise regular meetings of the Board of SAASTEC in collaboration with the Chairman of the Board.
7. Organise the AGM of SAASTEC (held at the annual conference) in collaboration with the Chairman of the Board.
8. Prepare the financial statement for tabling at the AGM in consultation with the auditors.
9. Play a role in implementing any “action plans” that are undertaken by the SAASTEC Board in collaboration with the Board.
10. Facilitate liaison between SAASTEC, the DST, SAASTA and other key stakeholders.
11. Carry out any other tasks as requested by the Board of SAASTEC.