

# ADMINISTRATIVE POSITION

Applications are invited for the post of Administrator of the Grassland Society of Southern Africa (GSSA).

The GSSA is one of the largest and oldest scientific societies in southern Africa, with approximately 450 members. The Society holds an annual scientific congress which is attended by between 200-250 delegates, and the GSSA also produces, together with NISC and Taylor & Francis, a prestigious scientific journal (impact factor 1.2). The successful candidate will report directly to the GSSA Council, but will have a particularly close relationship with the President, the Treasurer, the Secretary, the Editor-in-Chief, the Publications Editor and the Website Editor. The position demands a thorough understanding of the functioning of scientific societies and their role in the South African science and innovation structures.

The position is a twelve-month contract, with the possibility of extension to a long-term position. The position requires maintenance (at own expense) of a permanent and stable office with fully functional email, telephone, photocopying, computer, and printer. Duties include day-to-day administration, management of the membership database (online CRM system), financial management, preparation of an annual budget in collaboration with the Treasurer, attendance of Council meetings and other activities, management of the newsletter "Grassroots" (incorporating the Bulletin of the GSSA), website administration, and organising the Annual Congress and associated events, in collaboration with the Local Organising Committee.

The successful candidate would need to be able to communicate in English with South African and international delegates; have good general computing skills, and good interpersonal relations skills.

Of benefit would be formal training in administration, finances, and/or public relations, and a working knowledge of agricultural, environmental, and/or conservation sectors.

The successful candidate must be able to work independently, professionally, and with integrity. Close attention to detail and excellent organization are essential. Candidates should be aware that they will likely have to employ other people to manage the workload. This is not a position that one person is likely to be able to undertake, especially in the run-up to the Annual Congress and associated events.

Remuneration will be R24000 per month all-inclusive.

Interested applicants shall submit a brief introductory letter and a copy of their Curriculum Vitae to 0866227576 (fax) or [admin@grassland.org.za](mailto:admin@grassland.org.za) by 30 November 2016, and expect to start this contract during January 2017 with a two-month training period with the current Administrator. Correspondence will be limited to short-listed candidates only. Applicants not contacted within two weeks of the closing date of the advertisement should consider their applications unsuccessful.