



## GRAIN SA

Grain SA is a major role player in the grain industry in South Africa and offers industry strategic services to grain producers and other role players. The organization would like to appoint a suitable, qualified person in the following position:

### **COMMITTEE OFFICER : CORPORATE SERVICES (PRETORIA)**

The incumbent will be responsible for administrative and committee services to the Corporate Services Department. Key Performance Areas of the position includes, but is not limited to:

#### **MEETINGS:**

- Coordinate and finalise meeting arrangements for Audit Committee, Hoofbestuur and internal trusts and boards;
- Taking and compiling of minutes for above mentioned, Congress and other ad hoc committees and working groups as required;
- Preparation of supporting documentation;
- Assist with travel and accommodation arrangements of Hoofbestuur and committee members where required;
- Support with Audit Committee and external Committees;
- Coordination and arranging of Hoofbestuur Function/Budget summary

#### **ADMINISTRATIVE SUPPORT**

- General typing and administrative support;
- Updating and maintaining of member registers for working groups, internal and external committee lists;
- Agri SA Congress/committees of Agri SA : Travel and accommodation arrangements of delegates;
- Typing of verbatim ;
- Translations;
- Planning, compiling and distribution of Grain SA annual calendar in collaboration with Departmental heads;
- Updating of authorization letters of trusts and companies in collaboration with Auditors;
- Maintain and update Trust registers for projects;
- Communication with Congress sponsors

#### **DOCUMENT MANAGEMENT**

- Filing and distribution of mail

**Requirements for the Post:**

- A 3- year Secretarial Diploma with at least 5 years relevant experience;
- Minute writing ability in English and Afrikaans is a strong requirement;
- Fluent in Afrikaans and English (written and spoken language);
- Computer literate in all MS Office programmes on Advanced level
- Good typings skills and dictaphone experience
- Drivers Licence.

**Post Level :** Peromnes 10

**Remuneration:** The organization will offer a competitive salary which can be structured to include a savings plan, pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the “cost to company” method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and two recent references not later than 15 October 2019 for attention: [coretha@grainsa.co.za](mailto:coretha@grainsa.co.za)

**All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.**