



**ENVIRONMENTAL ADMINISTRATION ASSISTANT  
SOMERSET WEST**

*The Sustainability Initiative of South Africa (SIZA) is an alliance-based structure that leads and manages social practices and environmental assurance for the South African agriculture industry. As part of its membership administration it seeks to employ a full-time general administration assistant to assist the environmental specialist with operational activities in the SIZA office.*

**Duties:**

- Manage questions and queries in assistance to complete the SIZA Environmental Self- Assessment Questionnaire on the Data Platform.
- Assist producers and role-players with the completion of the Environmental SAQs and their preparation for reporting and verification.
- Review and evaluate Environmental Self-Assessment Questionnaires (SAQs) received for completeness.
- Attend, arrange and minute meetings with role-players.
- Provide training in both languages by telephone as well as in person to supply base.
- Assist in relation to retailer visibility on partner technical platforms
- Capture, update, maintain, manage and oversee information on shared platforms
- Compile status reports/data for importers/exporters on request
- Inform management of changes/new requirements on market visibility platforms
- Provide an administration and assistant role to the Environmental Specialist
- Communication and functions related to SIZA / general Office Administration

**Requirements:**

- A relevant tertiary qualification in Environmental practices, and/or 2 to 3 years' experience to meet the specifications listed will be a recommendation.
- Good knowledge about legislation, standards and regulations to control the impact on soil, water, biodiversity and pollution will be a recommendation.
- Knowledge of /or exposure to an agricultural environment is important
- Attention to detail and the ability to manage and monitor office operational activities.
- Able to work on own initiative
- An ability and proven skills to work on technical (IT) platforms
- Excellent written and oral communication skills in **both** Afrikaans and English
- Excellent interpersonal skills.
- The ability to work under pressure and at a fast pace.

**Remuneration:**

- The salary package depends on the qualifications and experience of the selected individual.

Please send your CV to:

Henko Vlok

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**Closing date:** 28 March 2019