



## OPERATIONAL OFFICER

*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 officer to manage and oversee operational activities in the SIZA office.*

### Duties:

- Compile, edit, translate and distribute Newsletters and other communication
- Edit and review articles, contracts and reports
- The ability to write and compile Minutes
- Arrange and manage Capacity building/training programmes/workshops
- 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
- Assist with the administration to provide audit oversight and to manage the Audit process and methodology in the SIZA structures
- Provide an administrative and assistant (secretarial) role to CEO
- Functions related to SIZA / general Office Administration

### Requirements:

- 3 to 5 years' experience in office and operational administrative and secretarial duties
- 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 editing, written and oral communication skills in **both** Afrikaans and English
- Excellent interpersonal skills.
- The ability to work under pressure and a fast pace.

### Remuneration:

- The salary package depends on the qualifications and experience of the selected individual. Therefore, please indicate your expected salary on your application.

Please send your CV to:

Retha Louw

E-mail: [retha@siza.co.za](mailto:retha@siza.co.za)

**Closing date:** 15 March 2019