

Date: February 13, 2008

Vacancy- Operations Manager

The Southern African Auditor and Training Certification Association is the National Management System Auditor Certification body of South Africa with its office in Pretoria.

The board has identified the need for an operations manager to manage the day to day activities of service delivery and the implementation of SAATCA's strategy.

The position reports to the EXCO committee and will be appointed by the board.

The person should have the following skills,

1. Be able to manage staff
2. Be able to provide excellent services to SAATCA's stakeholders
3. Be able to organise SAATCA events
4. Excellent verbal and written reporting skills
5. Excellent office administration skills
6. Be able to professionally represent SAATCA at different events and in other organisations
7. Be able to market and grow SAATCA
8. Excellent financial skills
9. Computer literate
10. Understanding of auditing
11. Understanding of the different quality, environmental, safety and risk management systems

The person should display the following attributes,

1. High level of tolerance
2. High level of commitment
3. Be able to put in extra hours
4. Be able to travel

Desired Qualifications and experience

1. An appropriate NQF level 6 qualification
2. Relevant experience/qualification in office administration
3. Experience in Business management

Please forward your CV to ramphal@uj.ac.za by 25 February 2008. The SAATCA Board will reserve the right to make an appointment or not, and to negotiate a salary package with the suitable incumbent.