HALF DAY BRANCH SECRETARY

The South African Medical Association (SAMA) Lowveld Branch is seeking to appoint a Half Day Branch Secretary.

**MAIN PURPOSE:** To provide a comprehensive secretarial and administrative support function to the day-to-day operations of the branch and manage the office of the SAMA (branch) effectively and efficiently by providing admin support services to the Branch Council and members of the branch.

**KEY RESPONSIBILITIES**

**Branch Council Meetings**
- Organise /arrange attendance, refreshment and necessary documents.
- Prepare and distribute agenda and minutes.
- Attend to matters arising and follow up on decisions.

**Annual General Meetings**
- Prepare and reproduce notices, agenda and minutes.
- Coordinate nominations and voting prior to AGM.
- Organise speakers, sponsors and gifts.
- Attend to matters arising.
- Advice Head Office of change in Council.

**CPD Functions**
- Arrange CPD meetings.
- Comply with accreditation requirements.
- Seek speakers and sponsorship.
- Send out Notices/invitations.
- Book venues.
- Print Certificates.
Finances – Together in the Head Office finance department:
- Responsible for the cash book.
- Records income and expenditures.
- Bank statement check and reconciliations.
- Checks for creditors and debtors.
- Organises cheques.
- Making payments for phones/post office and rental.
- Prepare financial statements including the balance sheet.
- Liaise with Auditors.
- Send finance reports to Head Office.
- Acknowledge donations.

Administration
- Distribution of information from Head Office to Councillors.
- Correspondence to members and Councillors as per council directive.
- Filling of documents and stationery provision.
- Relationship building in other branches.

Doctor Queries
- Provide information on membership related services and products.

Membership
- Keep updated records of branch membership.
- Send membership applications (SAMA/MPS) on request.
- Obtain local hospital lists and send to Head office database department.

JOB REQUIREMENTS
- Diploma or certificate in administration or equivalent
- 2-3 years within a similar role
- Experience in dealing with professionals
- Computer skills (MS Office - Word, Excel)

Term: Permanent

Location: Nelspruit

To apply: Submit a detailed CV to careers@samedical.org, indicating clearly on the subject line which position you are applying for (i.e. Application for Half Day Branch Secretary).

Closing date: 4 March 2020

Should you not hear from us four weeks after the closing date please consider your application unsuccessful.