HALF DAY BRANCH SECRETARY

The South African Medical Association (SAMA) Eastern Highveld 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:** Boksburg

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

**Closing date:** 6 March 2020

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