

Employment Opportunity

SAIAE National Business Manager (part time employment)

The South African Institute of Agricultural Engineers (SAIAE) represents the profession and promotes Agricultural Engineering in South Africa. The SAIAE is seeking to employ an articulate, dynamic, self-motivated and well organized individual to support and implement SAIAE strategic goals, council directives and Continuous Professional Development (CPD) activities in order to better serve members and grow the Institute. The minimum requirements for the position are:

- Evidence of strong administrative skills
- Evidence of office/project management
- Tertiary education, with at least 3 years of work experience
- Previous business management experience
- Evidence of ability to work independently with limited supervision
- Proficiency in MS-Office software

Added advantages include:

- Experience in Engineering and/or Agriculture
- Experience in marketing
- Experience in financial management

While the ideal location for the incumbent would be near to Pretoria, applicants from other regions in South Africa will be considered. Further information on the SAIAE can be obtained at www.saili.co.za.

The position is part time for approximately 3 mornings per week. The salary is negotiable, depending on skills and experience, but will be in the range of R50 000 to R70 000 p.a. plus approved expenses. To apply, send a letter of interest outlining your match to the minimum selection criteria, your CV, and names and contact details of three references to Mr Felix Reinders, Secretary, South African Institute of Agricultural Engineers, P O Box 912719, Silverton 0127. The review of applications will commence on 01 April, 2008 and will continue until the position is filled. Previously disadvantaged individuals and persons from under-represented groups are encouraged to apply.