

## BOARD COMMITTEE OFFICER X 2

An all-inclusive remuneration package of R310, 457.07 is payable per annum

### Key Responsibilities

- Maintain Board and Committee records
- Provide secretariat and administrative support to the sub-committees and ad hoc committees
- Assist in drafting, disseminating minutes to all committees
- Logistical and administrative assistance to Board members

### Requirements

- A relevant three (3) year qualification in Public Administration
- Three (3) years' experience in a similar position in a corporate or public sector environment

**Note:** Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).

Correspondence will be limited to short-listed candidates only.

Email application to: [recruitment@demarcation.org.za](mailto:recruitment@demarcation.org.za)

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Interested persons are invited to submit their detailed CV's accompanied by certified copies of their qualifications and ID to:

Manager: Human Resources and Administration

Private Bag X123

CENTURION, 0046

**PRETORIA**

For full job descriptions please visit [www.demarcation.org.za/vacancies](http://www.demarcation.org.za/vacancies)

**Closing date for position: 25 July 2017.** Late applications will not be considered.

**Note:** *If you have not been contacted within two months of the closing date, please accept that your application had been unsuccessful. The successful candidate will be subjected to a vetting process.*

*The Board reserves the right not to make an appointment.*