

Administrator Position

The Grassland Society of Southern Africa (GSSA) is one of the oldest scientific societies in southern Africa, with approximately 300 members. The Society holds an annual scientific congress which is attended by between 200-250 delegates, online or in-person. The GSSA also produces a popular magazine *Grassroots and*, together with NISC and Taylor & Francis, a prestigious scientific journal, the *African Journal of Range and Forage* (2021 IF: 1.966; 5-year IF: 2.184).

Applications are invited for the post of Administrator of the GSSA.

The successful candidate will report directly to the GSSA Council, but will have a particularly close relationship with the President, the Treasurer, the Secretary, the Editor-in-Chief, the Publications Editor and the Website Editor.

You will be expected to fulfil the following duties:

- Organising the Annual Congress and associated side-events, in collaboration with the Local Organising Committee (LOC). The administrator will be the primary intermediary between the LOC and the service providers of the congress.
 - In the two months (June-July) leading up to the congress (usually held at the end of July each year) candidates should be aware that they will likely have to seek additional assistance (at their own cost) to help manage the workload for this time period.
 - In-between the annual congresses, the workload will be substantially less and manageable for one person.
 - Able and willing to travel to and attend the congress to carry out administrative duties.
- Financial management, preparation of an annual budget in collaboration with the Treasurer
- Day-to-day administration
- Management of the membership database (online CRM system, *Glue up*)
- Attendance of Council meetings and other activities
- Management of the newsletter "*Grassroots*" (popular magazine of the GSSA)
- Website administration.

Requirements:

- Formal training and proven experience (at least 3 years) in events management, administration, finances, and/or public relations
- Good general computing skills



- Work independently, professionally, and with integrity
- Able to communicate in English with South African and International delegates
- Close attention to detail and excellent organization skills
- Maintenance (at own expense) of a permanent and stable office with fully functional email, telephone, photocopying, computer, and printer

Advantages:

- A working knowledge of the agricultural, environmental, and/or conservation sectors
- A thorough understanding of the functioning of scientific societies and their role in the South African science and innovation structures
- Mature individual in the working environment for at least 5 years
- Experience using Dryfta Event Management software, Sage Business Online Accounting and/or Glue up online CRM system

Job type: Full time, 1-year contract position, with the possibility of extension to a longer-term position. It is a remote-working position, and the applicant can be based anywhere in South Africa.

Remuneration: R350,000 (all-inclusive, 1-year contract position, liable for your own provisional tax).

Interested applicants shall submit a brief introductory letter and a copy of their Curriculum Vitae to nicolay.r11@gmail.com by **6 February 2023**, and successful applicants will be expected to start as soon as possible.

Correspondence will be limited to short-listed candidates only. Applicants not contacted within two weeks of the closing date of the advertisement should consider their applications unsuccessful.