



SANCOLD

## SANCOLD Secretary

SANCOLD is seeking an active and energetic part time Secretary to handle its office affairs to assume duties in January 2018. **Closing date for applications 8<sup>th</sup> December 2017.**

### Requirements

- Self-motivated individual with good administrative skills capable of independent action
- Experience and knowledge of the dam sector and particularly the Department of Water and Sanitation
- A working knowledge of SANCOLD
- Experience in the institutional systems of ICOLD
- Good Computer literacy with Word, spreadsheets, PowerPoint and internet use
- Experience in drawing up contracts and contract management
- Managerial skills eg for PCO contract
- Good verbal and written communication skills particularly in English
- Good Public Speaking capability
- Good social skills to liaise effectively both locally and internationally

**The duties of Secretary** are set out in detail in the SANCOLD Constitution. Duties include:-

1. Keeping record of all SANCOLD and ICOLD matters in good order. Most records are maintained in electronic format.
2. Maintaining SANCOLD membership registers and issue annual membership certificates in conjunction with the Treasurer.
3. Correspondence of SANCOLD is received from/directed to amongst others
  - ICOLD Central Office Circular letters
  - ICOLD Committees, Regional Organisations, individuals
  - SANCOLD members
  - SANCOLD Executive and Management Committee Members
  - Public

As much use of electronic correspondence should be made in order to limit the cost of postage. An active Secretariat is required to react to the correspondence needs and particular attention should be paid to the distribution of ICOLD Central Office Circular letters and information on ICOLD draft/final Bulletins.

4. Preparation and administration of SANCOLD meetings  
The Secretary must prepare and obtain the approval of the Chairperson of draft meeting Agendas. The Secretary is required to attend meetings and take/prepare the minutes and reports thereon and a target should be set of having the draft minutes available within two weeks after the meeting. The draft minutes should be circulated to Committee members for comment, prior to placing them on the Members' page on the website. The Agenda, meeting documentation and Minutes of SANCOLD have been streamlined in the interests of efficiency. The minutes should reflect decisions and not cover detailed discussions. Once the minutes have been amended and approved, these will replace the draft minutes on the website. The Secretary is to arrange placing of minutes on the website.
5. Preparation and administration for ICOLD meetings  
The Secretary coordinates SANCOLD activities around ICOLD Annual Meetings including ensuring our representation, calling for and coordination of papers to be submitted for ICOLD Congresses, SANCOLD representation on ICOLD Committees and similar activities. The Secretary may be required to attend Annual ICOLD Meetings from time to time with limited support from SANCOLD.
6. Maintain contact with the wider ICOLD network of African countries particularly with our neighbouring countries
7. Membership Recruitment.  
Recruitment of new members is an on-going function of both the Secretary and SANCOLD Management Committee members
8. SANCOLD Website  
The SANCOLD Website is a key activity in keeping members and the public informed about SANCOLD matters. It requires regular updating. The assistance of the new Webmaster to effect such changes is necessary. Interesting SANCOLD activities should also be placed on the ICOLD website. The website also includes a new page on the SANCOLD Young Persons Forum and relevant ICOLD activities.
9. Publicity and SANCOLD News  
The Secretary should prepare SANCOLD News which contains relevant items of interest relating to SANCOLD and ICOLD. To date 34 editions of SANCOLD News have been produced, e-mailed to SANCOLD members and posted on the website. Copies are being sent to media representatives such as WRC, SAICE, etc. It is considered important to have direct e-mailing to SANCOLD members as very few regularly log on to the SANCOLD website. It is envisaged to compile about three editions of SANCOLD News annually depending on availability of information.
10. Constitutional Amendments  
Attend to Constitutional amendments as required.
11. Disciplinary action  
Attend to disciplinary action as per the Constitution.
12. SA Register of Large Dams  
SANCOLD is required to make inputs into the ICOLD World Register of Large Dams. SANCOLD maintains the SA Register of Large Dams as well as similar information for neighbouring countries who are not ICOLD members. The SA Register has now been placed on the SANCOLD website which has attracted a lot of member and public attention. The current SA Register is maintained by DWS (Civil Design with the assistance of the Dam Safety Office) because of the information available within

DWS. The Secretariat would provide a supporting role and be the contact point with ICOLD Central Office, the public and SANCOLD members.

13. Elections

SANCOLD Management Committee elections are held annually to replace those members whose terms of office have expired. The Secretary will manage the nomination and election process. The elections since 2010 were undertaken successfully by e-mail and the various systems have now been developed for this process which will make future elections easy to run.

14. SANCOLD Annual Meeting and Conference

This is held during the annual SANCOLD Conference. The Annual Conference entails a lot of work and the main elements are given below in bullet form:

- Selection of venue and suitable site visit;
- Appointment of the PCO and subsequent management;
- Publicity re the event;
- Call for papers;
- Selection of abstracts and request for the preparation of papers;
- Receiving draft papers and requests for reviews;
- Compilation of the programme and arrangement of Chairpersons of sessions;
- Other detailed arrangements in conjunction with the PCO;
- CPD accreditation information to ECSA;
- Financial budget and controls.

15. A new system of portfolios for MC Members is being introduced which is to be driven by the Secretary and activities further coordinated into the future. The SANCOLD YPF has been established and the Secretary will become further involved in coordination of their activities.

16. Close liaison with the SANCOLD Treasurer

It is envisaged that the work will entail some 400 hours per annum spread in an unequal work load to meet certain target requirements determined by ICOLD and SANCOLD programmes.

### **Remuneration**

Applicants are to indicate a desired hourly tariff based on the estimated time schedule.

Reimbursable costs are payable based on;

- Travel (economy class airfare) and accommodation at cost;
- Private motor car travel based on DWS tariffs for consultants for January 2018 which are for various vehicles;
- Printing: Bulk printing will be arranged by the SANCOLD Secretary and paid at cost. The remaining printing should not be excessive and will be contained within the time rate;
- Telephone/e-mail estimated at R300.00 per month
- Postage at cost;
- Other costs at actual cost.

Total reimbursables should not exceed R10 000.00 for the year

***Applications for the part time post of SANCOLD Secretary should be sent to:-***

***[secretary@sancold.org.za](mailto:secretary@sancold.org.za) by 17:00 on 8<sup>th</sup> December 2017.***

*Applications must include:-*

- *Full name and contact details*
- *A short CV giving relevant experience (max length 4 A4 pages)*
- *Statement of availability for assumption of duty by 2<sup>nd</sup> January 2018*
- *Desired hourly rate based on estimated 400 hour annual workload.*

Follow up interviews may be required which may be by video link (Skype or similar) for shortlisted applicants.

For queries Tel SANCOLD Secretary Paul Roberts at 084 515 2773 during office hours.

Unsuccessful applicants will be advised by 15<sup>th</sup> January 2018.