

INVITATION FOR APPLICATIONS FOR Director – CORROSION INSTITUTE OF SOUTHERN AFRICA

A vacancy has arisen for a Business Director to handle daily operational and other issues at the Corrosion Institute of Southern Africa (CorrISA), from **3rd April 2018**

The position offered is a full time position encompassing the day-to-day running of the total CorrISA operation.

Duties would include, *inter alia*:

- Management of the secretarial and administrative staff
- Ensuring the smooth operation of the Institute.
- Management of the Financial, Courses and Membership aspects of the Institute
- Dealing with the Council, including Executive Council Members
- Marketing and advertising of CorrISA and the courses it offers
- Arranging and hosting of CorrISA functions on a monthly basis
- Attending Member's functions and canvassing new members

The successful applicant should possess the following attributes:

- Excellent Staff Management skills
- Strong administrative skills
- Excellent business management skills
- Good communication skills – verbal and written
- A good working knowledge of IT is essential
- Valid driver's license and own transport essential
- Marketing and advertising skills would be beneficial
- Technical knowledge of the corrosion industry is essential
- A Tertiary qualification in a corrosion related discipline would be preferential

Additional aspects of the position include:

- To seek out and market corporate sponsorship and corporate memberships from the larger industrial end users
- To market training and services to these corporate institutions so as to be of benefit to CorrISA and the corrosion industry.
- To maintain and keep the current Accreditation policies updated.

The incumbent would be responsible to Council but would experience a level of autonomy. The working hours may include working in the evenings and over week-ends. Occasional travel may be required.

This is a senior management position and the incumbent will, in effect, be representing CorrISA so as to create a positive image of the Institute which must ultimately be of benefit to the entire corrosion industry.

Interested persons should submit a current CV to the [President of CorrISA](mailto:president@corrisa.org.za) (president@corrisa.org.za) for consideration by Council.

Closing date for applications: 28th February 2018

No late applications will be considered.

Should you have not received a response within 2 weeks of the closing date, please consider that your application is unsuccessful.