



## GISSA NATIONAL SECRETARY

### Part-Time Contract Position

#### Introduction

The Geo-Information Society of South Africa (GISSA) is the recognised voluntary professional association representing the geospatial and geomatics community in South Africa. GISSA is committed to promoting professional excellence, supporting its members, advancing the geomatics profession, and providing leadership within the industry.

GISSA invites applications from suitably qualified and experienced individuals for the position of National Secretary. The successful candidate will serve as the primary administrative and governance coordinator of the Society, ensuring the effective operation of the National Council, supporting Regional Committees, maintaining statutory compliance, and facilitating communication with members and external stakeholders.

The position is a part-time contractual appointment reporting to the National Chairperson and National Council.

#### Minimum Requirements

Qualifications and Experience:

- A minimum three-year tertiary qualification (NQF Level 6 or higher) in Business Administration/Public Administration/Governance/Project Management/Geomatics/GIS, Geospatial Information Management, or a related field.
- Minimum five years relevant experience in administration, governance, committee management, or professional association administration.
- Experience coordinating AGMs, conferences and stakeholder forums
- Experience in membership administration and organisational databases.
- Experience in financial administration and liaison with auditors.
- Experience in a non-profit or professional body will be advantageous.
- Applicants should preferably be GISSA members or eligible for GISSA membership.
- The successful candidate must be able to perform the duties of the office independently and must not have any commitments that could materially impair their impartiality or availability to serve GISSA.

#### Knowledge

Corporate governance; Committee and Board administration; Professional association management; Companies Act and CIPC compliance; POPIA; Financial administration and audits; CRM systems; Website content management; Microsoft Office Suite; Virtual meeting platforms. Knowledge of the South African Geomatics environment and the GISSA Constitution is recommended.

#### Skills and Competencies

Excellent organisational and planning skills; strong communication; exceptional minute-taking and report writing; stakeholder management; analytical and problem-solving ability; ability to work independently; professionalism and confidentiality; advanced Microsoft Word and Excel. Knowledge of CRM platforms, Digital marketing tools e.g. MailerLite, website administration and accounting software such as Sage or QuickBooks will be advantageous.

## Key Duties and Responsibilities

Coordinate the activities of the GISSA National Council; administer Council meetings, AGMs and governance activities; prepare agendas and supporting documentation; record minutes and maintain action registers; coordinate nominations and elections; maintain membership records; coordinate renewals and subscriptions; issue membership invoices; support Regional Committees; manage the national email account; prepare official correspondence; maintain the CRM system and mailing lists; support GISSA programmes and events; maintain administrative financial records; coordinate payments and audits; ensure compliance with CIPC requirements, including the submission of Annual Returns, Beneficial Ownership declarations, and other statutory filings as required; ensure statutory compliance; liaise with SAGC; maintain the GISSA website with the Technical Portfolio; ensure POPIA compliance; coordinate document management; prepare governance reports; compile the Annual Report; maintain organisational registers; submit monthly activity reports.

## Personal Attributes

Integrity; professionalism; initiative; attention to detail; reliability; accountability; sound judgement; ability to work under pressure; strong interpersonal skills; commitment to serving the geospatial profession.

## Remuneration

This is a part-time contractual position. Remuneration will be commensurate with experience and negotiated with the successful candidate in accordance with GISSA policies.

## Conflict of Interest

Applicants must disclose any actual, perceived or potential conflicts of interest, including ownership or directorship of GIS/geospatial consulting businesses, consulting arrangements with organisations that may provide services to GISSA, or any relationship that could compromise impartiality. GISSA reserves the right to determine whether such interests constitute a material conflict and may require appropriate management of such conflicts as a condition of appointment.

## Applications

Interested applicants should submit:

- A detailed Curriculum Vitae;
- A motivation letter outlining their suitability for the position; and
- Contact details of at least two professional references.

Applications should be emailed to The Chairperson: [gissa@gissa.org.za](mailto:gissa@gissa.org.za)

**Closing Date:** 19 June 2026

**Date of appointment:** 1 July 2026

### Please note:

- Only shortlisted candidates will be contacted.
- Shortlisted candidates will be required to provide certified copies of their qualifications and South African Identity Document (or valid identification document).
- GISSA reserves the right to verify all qualifications, employment history, professional registrations, and references.
- GISSA reserves the right not to make an appointment.