



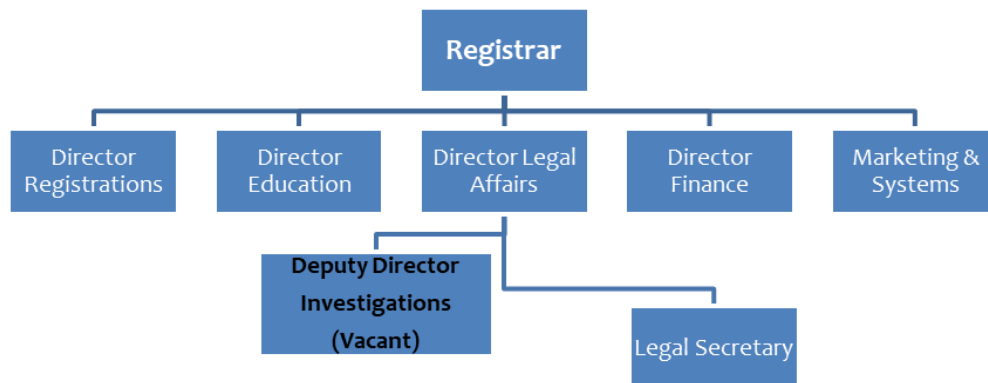
SOUTH AFRICAN VETERINARY COUNCIL

The South African Veterinary Council (SAVC) is a non-profit organisation of the Veterinary and Para-veterinary professions, promoting the health and well-being of South Africans through the promotion of animal health, production and well-being.

The SAVC achieves its mandate through the regulations of the standards of training, ethical and practice standards of veterinarians, veterinary nurses, animal health technicians, veterinary technologists and laboratory animal technologists thereby protecting the interests of those dependent on animals and assuring public health.

The SAVC intends to appoint a successful applicant to the following vacancy at its offices in Irene, Centurion –

Job Title: Deputy Director Investigations



Reporting To: Director Legal Affairs
Subordinates: None
Remuneration: Market-Related, in line with SAVC salary structure

1. Main Purpose:

To ensure legal compliance through administration and conducting investigations into complaints of unprofessional conduct and criminal offences and arranging hearings in respect of unprofessional conduct, all functions are performed under the supervision of the Director Legal Affairs. Providing assistance to the Director Legal Affairs in all matters relating to the office of the Director.

2. Minimum Qualifications and Training:

- Grade 12 / Matric, Relevant legal degree, e.g. LLB, B Com Law
- Preferably, an admitted attorney
- Computer Literacy (MS Office Suite)

3. Relevant Experience:

- Minimum of 5 years' experience in a similar environment (e.g. worked for Council/ Regulatory Board/ Statutory Body/ Commercial industry)
- Experience in an investigative and/or prosecutorial environment is a requirement
- Solid knowledge of South African law and legislation
- Excellent business writing skills, i.e. drafting of legal documents for committee meetings
- Ability to apply theoretical knowledge in practice



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4. Competencies and Attributes:

To succeed in this role, you must possess:

- Excellent communication skills, written and verbal (report writing, drafting legal documents)
- The ability to research, analyse and apply knowledge and information
- The ability to carry out reasonable instructions
- Must be able to work within a highly regulated environment but still be able to show initiative
- Must be able to work closely within a multifaceted team and be a team player
- Planning and organising own work
- The ability to interact on all levels
- Strong administration skills with attention to detail
- Have integrity
- Ability to manage and handle conflict
- Understanding of chain of command in a statutory body environment

5. Your Responsibilities will include:

- Working under direct guidance and leadership of Director Legal Affairs and Registrar (occasionally)
- Processing of complaints relating to registered professionals and unregistered persons
- Recording statistics of complaints received and processed
- Gathering evidence, consulting experts, subpoena witnesses in liaison with the Director Legal Affairs
- Attending to enquiries regarding the process of complaints in terms of the Veterinary and Para-Veterinary Professions Act, 1982 (the Act), the rules and regulations pertaining to the veterinary professions in liaison with the Director Legal Affairs and the Registrar
- Attending to enquiries from the public and members relating to transgressions of the Act, rules and regulations by registered members up to and before the hearing stage.
- Following up on complaints registered by Council with the SAPS and other bodies up to its conclusion
- Investigations of transgressions by lay persons
- Facilitates investigations into professional conduct/ transgressions of the Act by non-registered persons
- Provide full administrative support to the Investigation Committee (IC) and its Chairperson by:
 - Compiling agendas prior to the IC meeting
 - Compiling minutes after the IC meeting
 - Executing work flowing from meetings
- Conducting legal research and preparing opinions
- Perform any other ad hoc duties as and when required

6. Application process:

- Email CV with three [3] contactable up-to-date references and qualifications to: hr.officeadmin@savc.org.za
- Shortlisted applicants will be required to undertake on-site written exercises in the competencies required for the position and undergo psychometric assessment as part of the recruitment process.
- Closing date for applications: **16 March 2018**. *Applications, which are received after the closing date, will not be considered.* If you do not hear from us fourteen [14] days after the closing date, please consider your application as unsuccessful.
- In accordance with the principles of Employment Equity, preference will be given to suitably qualified candidates from the designated groups.