

Person specification **Secretary**
 Hillcrest Advice Bureau and Bursary Fund



Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Tertiary Level qualification or equivalent 		Application
Skills	<ul style="list-style-type: none"> Scheduling Board meetings Minute taking at Board Meetings Report writing Writing thank you letters to Donors Maintaining records in accordance with legal requirements Fluency in English written as well as spoken Computer literate 	<ul style="list-style-type: none"> Fluency in isiZulu Expertise in cloud based filing 	Application & References
Experience	<ul style="list-style-type: none"> Administrative role including the scheduling of meetings and taking of minutes Report writing 	<ul style="list-style-type: none"> Experience within the NPO sector Management role experience 	Application & References
Personal attributes	<ul style="list-style-type: none"> Value alignment with those of HABandBF: kindness, empathy, a belief in a hand up not a hand out to break the cycle of poverty Ability to work professionally with volunteers Trustworthiness 		Interview & Reference <u>s</u>
Availability	<ul style="list-style-type: none"> Willingness to work on an ad hoc basis Attendance at AGM and Board meetings 		Interview

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