



tel 021-439-6351

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[www.adessa.org.za](http://www.adessa.org.za)

P O Box 51491

8002 Waterfront

## **Independent Chairperson**

### **Description of the position and its requirements**

**ADESSA (the Association) represents suppliers of educational resources in Southern Africa. The members of ADESSA are seeking to appoint an independent chairperson to lead the Association through its next phase of development.**

**The chairperson will report to and work with an executive committee, which consists of six representatives elected from member companies. It is envisaged that the position will initially be a part-time one, with the potential for the work-load and salary to be increased as the need arises. Initially, a salary of seven thousand rand per month is offered, with hours to be negotiated from a base level of twenty working hours per month.**

**Applicants are required to state clearly their involvement and relationships with any member or prospective member of the Association**

**The members reserve the right to select the candidate of their choice, or not to select any of the applicants.**

**Interested persons are requested to forward a CV of not more than two pages highlighting relevant experience and abilities as listed above**

**to [chairperson@adessa.org.za](mailto:chairperson@adessa.org.za)**

**Closing date (30 June 2009)**

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## 1 Specific responsibilities

Members agree that the chairperson is required to fulfill and / or co-ordinate these main functions:

### 1.1 Communication

1.1.1 Deal effectively with a wide variety of persons and organisations in a manner which enhances the image of ADESSA and its members at all times.

### 1.2 Interaction with Education Departments

1.2.1 The Association enjoys cordial working relationships with both National and provincial Education Departments. The new chairperson will be expected to maintain and develop the existing position for the benefit of all parties

1.2.2 Handle communications between the Association and the departments to ensure maximal co-operation.

1.2.3 Develop opportunities for new projects in collaboration with these departments.

### 1.3 Marketing and promotion of ADESSA

1.3.1 Use every available opportunity and create new opportunities to further the image and objectives of the Association and to encourage new membership.

### 1.4 Organisation of events

1.4.1 Arrange exhibitions and conferences (often in collaboration with others ) so that ADESSA members are able to showcase their products and services.

### 1.5 Strategic planning

1.5.1 Suggest ideas for the development of the Association to the benefit of all its members

## 2 Attributes

The chairperson will need to be a motivated and skilled person with these abilities:

2.1 **Qualities of leadership** with excellent communication and organisational skills

2.2 **Above average computer skills**

2.3 **Comprehensive knowledge of the principles** and implementation of the education system in South Africa, and of the way ICTs / LTSMs are being utilised in the education system.

2.4 **Enthusiastic and confident approach** to the challenges posed in the educational sphere.