



ALUMNI LIAISON OFFICER

SAHETI School wishes to appoint an Alumni Liaison Officer to enhance communication and links with past SAHETIANS, and establish an active alumni association.

Requirements:

- Dynamic, self-motivated personality with a sound work ethic
- Excellent interpersonal skills
- Strong organization skills
- Computer literacy (MS Office, internet and database management)
- Experience in managing social networking media
- Good communication skills
- Knowledge of Greek an advantage
- Preferably a SAHETI past pupil / parent

Duties:

- To initiate creative strategies for closer links with SAHETI alumni
- To keep SAHETI alumni informed of school developments
- To plan and implement events targeted at SAHETI alumni to ensure their continued involvement with the school
- To manage effective follow-up on alumni events
- To develop and maintain the alumni database
- To research alumni achievements and news for publication
- To develop and maintain an alumni page on the SAHETI website
- To manage and update the SAHETI Alumni page on Face book

Interested persons should submit a CV and letter of application, including the names and contact details of two references to hpanayotakis@saheti.co.za or fax to The Executive Head on 011 453 3177. Closing date for applications is 30 April 2010.

SAHETI School reserves the right not to make an appointment. Submitting an application does not entitle the applicant to automatically be called for an appointment. Failure to meet the minimum requirements of the advertised post will automatically disqualify applicants from consideration for the post.