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**INVITATION TO APPLY FOR “QS EDUTECH CENTRE MANAGER”  
POSITION**

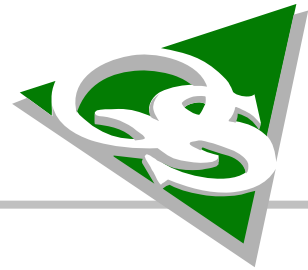
Applications are invited for the following position with the ASAQS:

Job Title : QS EduTech Centre Manager

Job Brief : The position may be either a full-time or part-time position (depending on circumstances) and will include the following main roles and functions:

- Handle all QS EduTech Centre technical queries from membership
- Act in supportive role to the Executive Director of the ASAQS
- Manage GoLearning venture on website, including:
  - Website management
  - Advertising
  - Communication with webmaster
  - Academic content updates
  - Contractual matters
  - Oversee financial matters
- Manage the CCN venture, including:
  - ASAQS Members Investments Ltd activities
  - ASAQS Trust activities
  - Oversee financial control
- Marketing, including:
  - Website management
  - Advertising
  - Product updates
  - Newsletters (electronic and hard paper copy types)
- Statistical Analyses of Membership, including:
  - Research
  - Statistical research on membership
  - Demographics
  - Age analysis
  - Trends of membership
- General office management, including:
  - Assistant to Executive Director
  - Acting Executive Director when ED out of office
- Assist with updates of ASAQS documentation, including:
  - Standard System of Measurement
  - Model Preambles for Trades
  - Preliminaries
  - Model Bills of Quantities
  - JBCC contract documents
  - Tariff of Fees, etc





Salary Package Offered :

The overall salary package to be offered for this position will be negotiated and finalised with the successful applicant.

Demographic Preference :

The ASAQS has a transformation policy in place, which stipulates that where two candidates of equal ability have applied for the same position, that preference should be given to people of colour from a previously disadvantaged background. Nevertheless the principle of the best person for the position remains the main criteria for selection.

Responses Invited :

Expressions of interest in this position are invited to be sent electronically to the Executive Director of the ASAQS (Attention : Egon Wortmann – [director@asaqs.co.za](mailto:director@asaqs.co.za)), all of which will be handled and responded to in the strictest of confidence.

EGON WORTMANN  
EXECUTIVE DIRECTOR

March 2010

