

30 June 2022

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**VACANCY**  
**ESSA EXECUTIVE SECRETARY**

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The Economic Society of South Africa (ESSA) is looking to appoint an Executive Secretary from 1 October 2022. It is a part-time position on a contract basis that will require up to 20 hours per week of your time. Work may be done remotely, although if preferred, an ESSA office is available within the Department of Economics at the University of Pretoria. Your main responsibilities will be to assist in the day-to-day running of the Society, ensure sound administrative processes are in place, and to help expand its membership base through implementing the strategic directive developed by Council. You will work closely with the ESSA President and Vice-President, as well as the Managing Editor of the South African Journal of Economics. Strong networking and communications skills, ability to use technology, an enthusiastic attitude, and a keen interest in the activities of the Society are a must.

Remuneration and other contractual details will be negotiated during the interview phase.

If you are interested in joining the ESSA team, we invite you to submit a short CV and motivation letter to [president@essa.org.za](mailto:president@essa.org.za) before 31 July 2022. Please feel free to contact us on the same address should you want more information about the position first. Shortlisted candidates will be invited for an interview during August. We look forward to receiving many good applications.

Yours sincerely,



Heinrich Bohlmann  
*ESSA President*