

The Pharmaceutical Society of South Africa Young Pharmacists' Group

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PSSA YPG Steering Committee (SC) Description of functions: Liasons Officer

Major responsibilities:

1. Oversee the provincial and sector liaisons and their duties. - To serve as a link for communication between the YPG and provincial branches. - Regularly attend the provincial branch meetings and actively participate and contribute to its activities. - Attend and represent the YPG's interests at virtual or in-person meetings/events organized by the branch. 2.
2. To keep up to date with the YPG liaisons through monthly reports to Steering Committee.
3. 3. Explore opportunities available within the branch (grants, webinars, surveys, projects, and awards) to share via newsletters and social media platforms and allow YPG members to get involved.

Skills required:

1. Excellent communication (verbal and non-verbal) and time-management skills.
2. Excellent people management skills.
3. Self-motivated and able to represent YPG's interest at all times

Time required: 3-4 hours per week minimum.

Note: The position is held for ± 12 months (depending on dates of PSSA AGM). This is a volunteer position and no remuneration is provided. Limited travel support is dependent on the availability of funds as stipulated by the annual YPG budget.