

VACANCY: GENERAL SECRETARY OF THE INTERNATIONAL PIG VETERINARY SOCIETY (IPVS)

Starting date: 1 September 2026

The International Pig Veterinary Society (IPVS) invites applications for the position of **General Secretary**, which will become vacant on 31 August 2026.

The General Secretary plays a central role in supporting the IPVS Board, ensuring continuity, maintaining institutional memory, and facilitating the Society's global mission to advance pig health and pig veterinary sciences.

Key Attributes and Requirements

The ideal candidate will:

- Engage effectively with individuals from diverse cultural backgrounds, demonstrating tact, sensitivity, and sound judgment.
- Understand the aims of the IPVS, its Constitution, and its mission.
- Have knowledge of the swine/pig industry and have an interest in swine production and medicine.
- Possess strong secretarial and administrative skills, including the ability to prepare clear and accurate Agendas and Minutes.
- Have sound knowledge of budgets and financial processes and be able to liaise responsibly on financial matters.
- Be proficient in English, with excellent written and verbal communication skills.
- Be able to arrange, coordinate, and manage virtual meetings (e.g., Zoom, Teams) efficiently.
- Experience of working with professional Boards and Local Organising Committees will be an advantage.
- Knowledge of the veterinary profession will be an advantage.
- Demonstrate excellent organisational abilities and the capacity to manage multiple tasks and deadlines.
- Uphold the highest standards of confidentiality, discretion, and professional ethics.
- Facilitate smooth communication, mediate differing viewpoints, and support constructive decision-making.
- Be comfortable working with digital tools, document-management systems, and shared platforms.
- Anticipate needs, identify potential issues early, and propose practical solutions.
- Demonstrate commitment to the values, objectives, and long-term vision of the IPVS.

Eligibility

The General Secretary does not necessarily have to be a veterinarian, however, being a veterinarian with experience in the swine industry would be an advantage.

Be available at least 48 days per annum (four days per month.)

Application Process

Interested candidates are invited to submit:

- A letter of motivation (reasons for the application)
- A curriculum vitae
- Contact details of two contactable referees

Applications should be sent to: Dr Francois van Niekerk at **favanniekerk@gmail.com**

Deadline for applications: **[31 July 2026]**

Enquiries regarding the position can be directed to Dr F A van Niekerk at:
favanniekerk@gmail.com.