



## VACANCY

REFERENCE NR	:	VAC01624, 1625 - 26
JOB TITLE	:	Committee Secretary X3
JOB LEVEL	:	C5
SALARY	:	R 310,809 - R 518,016
REPORT	:	Assistant Company Secretary
DIVISION	:	Company Secretary
Department	:	Governance
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

### Purpose of the job

Reporting to the Assistant Company Secretary, the focus of the role is to assist with the provision of a full range of Company Secretariat functions and activities, Governance and Regulatory services to SITA. The role primarily encompasses the day-to-day administration and assisting the Company Secretary with company secretarial work related to SITA. Promote Corporate Governance, Compliance and Advisory.

### Key Responsibility Areas

- To provide guidance to Committee members as to the nature and discharge of their duties, responsibilities and powers with particular emphasis on ethics, good governance and its legislative framework;
- To provide comprehensive and professional secretarial services and support to the Board, its Committees and Exco in accordance with legislative requirements, corporate governance practices and terms of references;
- Ensure the proper running of Board, its Committees and Exco through adherence to SITA meeting procedures and guidelines;
- Attend to and resolve Management Letter Points (MLPs) and Internal Audit Findings; and
- Assist the Board committees in evaluating and reporting on corporate governance commitments and mandates.
- Assist the Company Secretary with the development of the Board Charter and Committee Terms of Reference;
- Compile the Annual Board and Committee Plan and ensures that the structuring of meetings will facilitate hierarchical decision-making process.

### Qualifications and Experience

**Minimum:** 3 year National Diploma/Degree in Business/ Law or Administration, Professional/Advanced Qualification: Governance and Administration through Chartered Institute of Secretaries (CIS) or equivalent.

**Experience:** 4 – 5 years' experience in Company Secretary, Legal, Governance or Regulatory Environment with at least 3 years' experience as a Committee Secretary or related position.

### Technical Competencies Description

**Knowledge of:** the Companies Act and Regulations, the Public Finance Management Act and Regulations, the State Information Technology Agency Act and Regulations, Public Service Legislation and Regulations, the National Key Points Act and Regulations, State Procurement Policy and

Legislation, National Archives Act and Policy, South African Labour Policy and Legislation, the Protection of Personal Information Act and the King Code on Corporate Governance (King III and King IV).

**Skills:** Microsoft Office Application knowledge, experience of company secretarial function, a good command of the English language. Excellent oral and writing skills; Self-reliance, stress tolerance and ability to work under pressure; Meticulousness; Numeracy and computer literacy; and Planning and organising.

#### Other Special Requirements

Membership with Chartered Institute of Secretaries and/or Institute of Directors will be an added advantage.

#### How to apply

Internal candidates must apply using this email address: [Sophia.internalrecruitment@sita.co.za](mailto:Sophia.internalrecruitment@sita.co.za)

External candidates must apply using this email address: [Sophia.recruitment@sita.co.za](mailto:Sophia.recruitment@sita.co.za)

**Closing Date: 23 September 2020**

#### Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be accepted
- **CV's sent to incorrect email address will not be considered**