



VACANCY

REFERENCE NR	:	VAC01624 - 1625
JOB TITLE	:	Committee Secretary X2
JOB LEVEL	:	C5
SALARY	:	R 310 809 - R 518 016
REPORT TO	:	Assistant Company Secretary
DIVISION	:	Company Secretary
DEPT	:	Governance
LOCATION	:	Pretoria, Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To assist with the provision of a full range of Company Secretariat functions and activities, Governance and Regulatory services to SITA. To manage the day-to-day administration and assist the Company Secretary with company secretarial work related to SITA. To promote Corporate Governance, Compliance and Advisory.

Key Responsibility Areas

- To provide guidance to Directors and 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 of Directors "the Board", its Committees and the Executive Committee (EXCO) in accordance with legislative requirements, corporate governance practices & codes, charters and terms of references.
- Ensure that the Board and Committee, including EXCO decisions and directives are clearly and timeously communicated to the relevant structures and the organization.
- Follow up on matters arising from previous meetings.
- Ensure the proper running of Board, its Committees and EXCO through adherence to SITA meeting procedures and guidelines, Board Charter and Committee Terms of Reference.
- Ensure that there is a proper archiving system for the Board and Committee documentation.
- Compiling a summary of all Board and Committees resolutions on an annual basis.
- Compile Board Committee Chairpersons reports as well as any reports that may be requested.
- Contribute to the risk assessment of the Office of the Company Secretary.
- Assist the office of the Company Secretary with the development and/or review of the Board Charter and Committees Terms of References;
- Compile the Annual Board and Committees' Work Plans and ensures that the structuring of meetings will facilitate hierarchical decision-making process;
- Assist the Board and Committees in evaluating and reporting on corporate governance commitments and mandates.
- Assists with the provision of relevant information for the publication of the company's annual report.

Qualifications and Experience

Minimum: 3-year National Diploma/Degree in Business Law / Social Sciences /Public Administration. Professional/Advanced Qualification on Governance and Administration through Chartered Institute of Secretaries (CIS) or equivalent will be an added advantage. Membership with Chartered Institute of Secretaries and/or Institute of Directors will also be an added advantage.

Experience: Minimum 3 – 5 years' experience in Committee Secretarial, Legal, Governance or Regulatory Environment.

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 Critical Infrastructure Protection Act, State Procurement Policy and Legislation, National Archives Act and Policy, the Protection of Personal Information Act and the King Code on Corporate Governance (King IV), Governance processes and practices. Microsoft Application knowledge; Experience in Company Secretarial function; A good command of the English language; Excellent oral and report writing skills (minute taking and report writing); Meticulousness; Ability to multi-task and prioritise tasks; Excellent time management; Professional discretion; Numeracy and computer literacy; Self-reliance, stress tolerance and ability to work under pressure; Well-developed organisational and planning skills; and Attention to detail.

Skills: Business Writing; General Administration; Corporate Governance.

Behavioural competency: Active listening; Attention to Detail; Analytical thinking; Disciplined; Resilience; Stress Management.

Other Special Requirements

N/A

How to apply

Kindly send your application to: Judith.recruitment@sita.co.za

Closing Date: 10 March 2021

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