



## VACANCY

<b>REFERENCE NO</b>	:	<b>ComSec 06/2019</b>
<b>JOB TITLE</b>	:	<b>Company Secretary</b>
<b>JOB LEVEL</b>	:	<b>E2</b>
<b>SALARY</b>	:	<b>Negotiable</b>
<b>REPORTS TO</b>	:	<b>SITA Board</b>
<b>DIVISION</b>	:	<b>Company Secretariat</b>
<b>LOCATION</b>	:	<b>Erasmuskloof, Pretoria</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contract – 5 years</b>

### Purpose of the job

The company secretary is responsible for the efficient and effective administration of the company, with particular emphasis on compliance with statutory and regulatory requirements and ensuring that the execution of the Board and Executive Committee decisions are in the best interest of the company and are implemented.

### Key Responsibility Areas

Provide guidance and support to SITA Board, its committee(s) and the Executive Management on corporate governance;  
Ensure compliance with the Companies Act;  
Ensure Compliance with PFMA, SITA Act and Kings Commission III;  
Manage SITA's performance against the code of conduct;  
Ensure all company secretarial documents are up to date; and  
Human Capital Management.

### Qualifications and Experience

#### Minimum Qualifications:

Bachelor's degree/ National Diploma in Commerce/ Law and/ or equivalent (NQF level and credits);  
and  
Registration as a Chartered Secretary (CIS) and Masters in Business Administration will serve as an added advantage.

#### Experience:

10 years of experience in a Company Secretariat position, including experience in the following:

- Corporate governance, risk management and internal control;
- Corporate policy-making;
- Interpretation of complex legislation and regulations;

- Advising Board of Directors on matters of governance, compliance and best practice;
- Leading policy formulation in line with legislation, regulation and national policy; and
- Experience within an internal audit environment would be advantageous.

#### **Technical Competencies Description**

- **Knowledge of:** Companies Act, and other related legislation, e.g. PFMA; Information resources; Project Management Methodologies; and Contract Management.
- **Skills:** Exceptional communication skills; Excellent managerial and administrative skills; Strong people management, interpersonal skills and teamwork; Proficiency in Microsoft packages; Ability to draft, negotiate and interpret legal documents; Financial management skills; Planning and organizing skills; Exceptional listening, analytical and problem solving skills; High level of influencing, negotiation, facilitation, presentation skills and diplomacy.

#### **Other Special Requirements**

The Company Secretary reports directly to the Chairperson of the Board and CEO for all core duties, and will advise all of the Directors of the Board individually on a broad range of governance matters therefore the incumbent should have/be:

- Extremely well-organised and able to produce forward plans and consistently meet timetables;
- Extremely well-informed and be able to translate complex legislation and regulation into policy, procedures and guidance for the Company to follow;
- Advanced theoretical and practical knowledge across a wide range of specialist areas and functions;
- Ability to advise Directors and senior managers on the interpretation of sometimes highly contentious regulatory and policy matters;
- Ability to persuade Directors and senior managers to follow appropriate policies, procedures, protocols and guidance;
- Ability to deal with complex and often highly sensitive issues;
- Analyzing legal and regulatory impact of Board resolutions and ensuring effective communication to internal and external stakeholders;
- High level of integrity, professionalism, ethical, adaptable, flexibility dependable & reliable;
- Sufficient resilience to cope with difficult interpersonal situations, competing demands and tight deadlines; and
- Ability to maintain a high level of trust and confidence with the Board, CEO and Executive Management.

#### **How to apply**

**Kindly forward your CV to:** lindi.recruitment@sita.co.za stating the position applying for and the relevant reference number

**Closing Date: 03 July 2019**

**Disclaimer**

SITA is an Employment Equity employer and these positions will be filled based on Employment Equity Plan. Preference will be given to members of designated groups.

- 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 the right not to make an appointment