

VACANCY

REFERENCE NR	:	CoSec 10/2021
JOB TITLE	:	Company Secretary
JOB LEVEL	:	E2
SALARY	:	Market-related
REPORT TO	:	Board
DIVISION	:	Company Secretary
DEPT	:	Company Secretary
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	5 years - Fixed term contract

Purpose of the job

To ensure SITA's compliance with relevant laws, statutory regulations, King IV and that the execution of Board responsibilities are in the best interest of the company as the custodian of effective corporate governance; To oversee efficient administration of the Board sub-committees and the Executive Committee.

Key Responsibility Areas

Execute functions of the Company Secretariat to support the execution of the Board responsibilities. Ensure compliance with the Companies Act. Ensure Compliance with PFMA, SITA Act and King IV. Manage the performance of the Board. Ensure effective management of resources (i.e. human resources, budget/financial resources, assets) within the Unit. Manage compliance management processes within the department.

Qualifications and Experience

Minimum: Bachelor's degree/ National Diploma in Commerce/ Law and/ or equivalent (NQF level 7).

Added Advantage: A post-graduate degree, admission as an Attorney, and registration as a Chartered Secretary (CIS) will be added advantages in this key role.

Experience: 10 years of experience in a Company Secretariat position, inclusive of 5-8 years senior management experience in the following:

- Experience in corporate governance, risk management and internal control
- Relevant company secretarial experience
- Strong knowledge of the Companies Act, Treasury regulations, King IV and leading corporate governance practices
- Exceptional communication skills and the ability to interact with a diverse range of clients
- Experience within an internal audit environment would be advantageous
- Thorough knowledge of Company Law and other related legislation, e.g. PFMA, SITA Act, etc.
- The ability to maintain a high level of trust and confidence with the Board, CEO and Executive Management
- The ability to foster an ethical culture in the organization
- Project Management methodology

Technical Competencies Description

Knowledge & Skills: Business Writing, General Administration, Corporate Governance.

Leadership competencies: Stakeholder Management, Customer Experience, Collaboration, Communicating and Influencing, Outcomes driven, Planning and Organising, Creative Problem Solving, Decision-making, Time Management, and the ability to prioritise.

How to apply

Kindly forward your CV to: Masoko.recruitment@sita.co.za

For any queries relating to the position contact: Masego.modisane@sita.co.za

Closing Date: 26 October 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. 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 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 applicant`s documents (Qualifications), and reference checking
- Correspondence will be entered to with shortlisted candidates only
- CV`s from Recruitment Agencies will not be considered
- CV`s sent to incorrect email address will not be considered.