



VACANCY - 2145

REFERENCE NR	:	VAC00675/25
JOB TITLE	:	Assistant Company Secretary
JOB LEVEL	:	D5
SALARY	:	R 1 035 817 - R 1 553 726
REPORT TO	:	Company Secretary
DIVISION	:	Company Secretary
DEPT	:	Company Secretary
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To ensure that SITA complies with financial and legal requirements and maintains governance standards in the discharge of its duties to ensure that all organisational operations are carried out within the realm of corporate governance.

Key Responsibility Areas

- Manage the effective running of the activities of the Board in conjunction with the Board Chairperson
- Act as a primary point of contact and source of advice/guidance to Board Members regarding SITA and its activities to assist in their decision-making process.
- Keep under review all legal and regulatory developments affecting SITA's operations and make sure the Directors are properly informed of such developments
- Co-ordinate the publication and distribution of the company's annual report and accounts and interim statements, in consultation with the company's internal and external advisers when preparing the directors' report to ensure that reporting is done in a timely and accurate manner
- Manage the development and implementation of systems that ensure that SITA complies with all applicable codes as well as its legal and statutory requirements
- Maintain statutory books including registers of members and directors to advise the shareholder accordingly on any changes
- Facilitate the proper induction and training of Board Members to enable them to assume their roles and responsibilities and execute their fiduciary duties in the best interests of SITA as set out in the Companies Act and all other applicable Legislations.

Qualifications and Experience

Required Qualification: National Diploma/Degree in Law or Commerce. Registration with the SA Institute of Chartered Secretaries and Administrators will be an added advantage.

Certifications: 8 – 10 years' experience in Corporate Governance or Legal and Commercial Environments. 5 years' experience in the field of Committee Secretary. 3 to 5 years' experience in an Assistant Company Secretary or Board secretary role.

Registration with a Professional Body: Companies Act. SITA Act. Governance Body of Knowledge (G-BOK). King Code III and applicable Legislations. ICT business Environment and Landscape.

Experience: 7 – 8 years' experience in Corporate Governance or Legal and Commercial Environments. 5 years' experience in the field of Committee Secretary. 3 years' experience in an Assistant Company Secretary role.

Technical Competencies Description

Knowledge of: Companies Act. SITA Act. Governance Body of Knowledge (G-BOK). King Code III and applicable Legislations. ICT business Environment and Landscape. PAIA and POPIA working knowledge to ensure compliance. Knowledge of compliance framework.

Leadership competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Innovation; Planning and Organising; and Responding to Change and Pressure.

Interpersonal/behavioural competencies: Active listening; Attention to Detail; Continuous Learning; Disciplined and Empathy.

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour;
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered.

Closing Date: 20 February 2025

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.

