



## VACANCY - 2810

<b>REFERENCE NUMBER :</b>	<b>VAC00832/26 &amp; VAC00833/26</b>
<b>JOB TITLE :</b>	<b>Committee Secretary X2</b>
<b>JOB LEVEL :</b>	<b>C5</b>
<b>SALARY :</b>	<b>R 478 420 – R 717 630</b>
<b>REPORT TO :</b>	<b>Assistant Company Secretary</b>
<b>DIVISION :</b>	<b>Company Secretary</b>
<b>DEPT :</b>	<b>Company Secretary</b>
<b>LOCATION :</b>	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS :</b>	<b>Permanent (Internal &amp; External)</b>

### 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 Area

- 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, its Committees and the Executive Committee (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.
- 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.
- Record keeping

### 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 (CIS) or equivalent will be an added advantage.

**Experience:** 3 – 5 years' experience in Committee Secretarial, Legal, Corporate 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 V), governance processes and practices. Microsoft Application knowledge; experience in company secretarial functions; 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.

**Personal Attributes/ Behaviours:** Accountability, Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy.

#### **Other Special Requirements**

N/A

#### **How to apply**

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) **OR call 080 1414 882**

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

**Closing Date: 10 March 2026**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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 considered.