



VACANCY

REFERENCE NO	:	COMSEC 01/2022
JOB TITLE	:	Company Secretary
JOB LEVEL	:	E2
SALARY	:	Market-related
REPORTS TO	:	SITA Board
DIVISION	:	Company Secretariat
LOCATION	:	Erasmuskloof, Pretoria
POSITION STATUS	:	Fixed Term Contract – 5 years

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

- Execute functions of the Company Secretariat to support the execution of Executive Committee and the Board responsibilities.
- Ensure compliance with the Companies Act.
- Ensure compliance with PFMA, SITA Act and King IV.
- Manage SITA's performance against the Code of Conduct.
- Ensure effective management of resources (i.e. budget/finances, assets) and team leadership within the unit
- Manage compliance management processes within the department.
- SITA Board members' induction

Qualifications and Experience

Minimum Qualifications:

- Bachelor of Law;
- Admitted attorney; 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 in a large organisation (at least 3000 employees), including experience in the following:

- Interpretation of complex corporate contracts;
- 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 Managing Director 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 deadlines;
- 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 Board Members and Executive Management on the interpretation of sometimes highly contentious regulatory and policy matters;
- Ability to persuade Board Members and Executive Management 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;
- Ability to maintain a high level of trust and confidence with the Board, Managing Director (CEO) and Executive Management.

How to apply

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

Closing Date: 02 February 2022

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;
- Appointment is subject to getting a positive security clearance, the signing of a contract of employment, verification of the applicant`s documents (Qualifications) and reference checking;
- Correspondence will be entered into with shortlisted candidates only.
- CVs from Recruitment Agencies will not be considered.