



## VACANCY

<b>REFERENCE NO</b>	:	<b>COMSEC 03/2023</b>
<b>JOB TITLE</b>	:	<b>Company Secretary</b>
<b>JOB LEVEL</b>	:	<b>E2</b>
<b>SALARY</b>	:	<b>Market-related</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 state-owned company, with particular emphasis on good corporate governance and compliance with statutory and regulatory requirements, 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 effective functioning of the Executive Committee, the Board and all Board Committees.
- Provide Board support in meeting corporate governance, statutory and regulatory requirements.
- Ensure Board compliance with all relevant legislation, including but not limited to, the Companies Act, the PFMA, the SITA Act and King IV.
- Manage SITA's performance with the Code of Conduct.
- Coordinate and manage regular review of all policies across the organisation.
- Ensure effective management of resources (i.e. budget/finances, assets) and team leadership within the unit.
- Manage compliance management processes within the department.
- Oversee SITA Board members' induction, continuous director training and development and all administrative matters relating to the board.
- Act as deputy information officer in terms of PAIA and POPIA.

### Qualifications and Experience

#### Minimum Qualifications:

- Relevant law degree at Honours level (i.e. LLB, Corporate Law, Commercial Law, etc)  
OR
- Registration as a Chartered Secretary (CIS)
- Masters in Law (LLM) will be an added advantage

## **Experience:**

10 years of experience in a Company Secretariat department in a public or private sector organisation, with 3 - 5 years as a company secretary in a public sector organisation or state-owned company/entity, including experience in the following:

- Interpretation of corporate contracts;
- Corporate governance, risk management and internal control;
- Interpretation of legislation and regulations;
- Advising Board of Directors on matters of governance, compliance and best practice; and
- Leading policy formulation in line with legislation, regulation and national policy.

## **Technical Competencies Description**

**Knowledge of:** Corporate governance; regulatory compliance of state-owned entities; document and records management practices, 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 organising skills; Exceptional listening, analytical and problem-solving skills; High level of influencing, negotiation, facilitation, presentation skills and diplomacy.

## **How to apply**

**Kindly forward your CV to:** [Masoko.recruitment@sita.co.za](mailto:Masoko.recruitment@sita.co.za) stating the position applying for and the relevant reference number

## **Closing Date: 24 March 2023**

## **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.