



EXTERNAL RE-ADVERTISEMENT		
DIVISION: OFFICE OF THE CEO		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 09/2020	BOARD SECRETARY ALL INCLUSIVE REMUNERATION: Negotiable	1

MICT SETA seeks to employ a suitably qualified and competent **Board Secretary** to provide corporate governance, legislative compliance and secretarial support to the SETA's Accounting Authority. The successful incumbent will be based at MICT SETA Head Office, in Midrand and will report to the Chairperson of the Board and the Chief Executive Officer.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- Degree in Law or equivalent qualification obtained through Chartered Governance Institute of Southern Africa, formerly known as Institute of Chartered Secretaries and Administrators (ICSA).
- Admitted Attorney or registered Chartered Secretary an added advantage.
- A minimum of 6 years' experience as Company Secretary or Corporate Governance functionary at Senior Management Level
- A minimum of 06 years' company secretariat experience
- Knowledge of legislations governing SETAs is advantageous;

REQUIRED OUTPUTS

Management of the Board and Board Sub-Committees

- Coordinates the fulfilling of Board and Government related needs, requirements and obligations, e.g. Corporate Plan and providing input into the Annual Report.
- Reviews all legal and regulatory developments affecting MICTSETA's operations, making sure that the Board Members are properly briefed.
- Ensures compliance with the statutory requirements by submitting all annual returns and notification of changes in Board Members with the Registrar of Companies.
- Manages expiry of tenure for Board Members, reappointment of auditors, tabling of the annual report to stakeholders and ensures that MICTSETA meets all legislative obligations.
- Inducts new Board Members, identifies training needs and facilitates such training.
- Arranges and manages the process of calling and holding the Annual General Meeting, advises on matters to be tabled at this meeting, plans the annual general meeting, drafts the script for the Chairman and pursues proxies.
- Manages, coordinates and liaises with Board Members in relation to confidentiality agreements, declarations of interest, remuneration; and specialist advice where required.
- Responsible for the custodianship and safe-keeping of all Board and Committees related

documents including Board and Committee attendance registers, minute books, resolution books and packs.

Corporate Governance

- Develops and updates a Corporate Governance Policy Framework which includes e.g. Delegation of Authority, Whistleblowing Policy, Fraud Prevention Policy, Code of Conduct for Board and Staff, Board Charter, Committee Terms of Reference, Legislative Compliance Matrix, etc.
- Oversees overall company-wide legislative compliance requirements (PFMA, King IV etc.) and reports on compliance/non-compliance to Board and shareholder as required.
- Develops overall company-wide legislative compliance matrix and provides reports to Board and relevant stakeholders/governance structures.
- Manages compliance with the Public Finance Management Act (PFMA), Board and Board Committee Charters in relation to the meetings and documentation.
- Provide input on amendments to organisational policies and procedures.

Budget Management

- Draws up budget for the department including Board related expenditure.
- Monitors the budget of the Board and committees continuously in consultation with the Board Chairperson.
- Addresses over-expenditure in terms of the approved budget.
- Allocates the necessary resources appropriately.

People Management and Leadership

- Sets performance objectives for team by cascading of Corporate initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors and measures quarterly performance by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Address employee relations matters fairly and promptly.

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management skills
- Excellent business and report writing skills
- Interpersonal, listening and communication skills
- High attention to detail
- Stress tolerance and works well under pressure

APPLICATION:

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Sandile Gumede (Recruitment@mict.org.za) no later than **20 July 2020**. Telephonic enquires may be directed to 011-207-2600.

NB: Applicants will be subjected to personal vetting.

NB: Candidates who previously applied need not re-apply for this position.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS. PIONEERING INDUSTRIES. EMPOWERING FUTURES