

INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: BOARD SECRETARIAT 16 February 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
BS: 04/2021	<p>COMMITTEE SECRETARY</p> <p>ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM)</p> <p>R413 956.00 – R496 747.00</p>	1

MICT SETA seeks to employ a suitably qualified and competent **Committee Secretary**; the role primarily encompasses the day-to-day administration and collaborating with the board secretary in coordinating the MICT SETA Board activities, promote corporate governance and compliance.

The successful incumbent will be based at our Midrand office and report to the **Board Secretary**.

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

#### MINIMUM REQUIREMENTS:

- A bachelor's degree in Business Administration or Law or equivalent
- Chartered Governance Institute of Southern Africa (CGISA) – Governance Certificate: Level / Programme 3
- Qualification in Company Secretarial and Governance Practice - CGISA (Preferred)
- At least 3 years' secretarial experience
- Experience in a public sector environment (Preferred)
- Knowledge of Company Secretarial Best Practice Principles
- Knowledge of Corporate Governance and Compliance Principles
- Knowledge of Business and risk management principles
- Knowledge and understanding of relevant regulatory requirements
- Computer literate (MS Office Suite)

## TECHNICAL COMPETENCIES

- Detail-oriented
- Analytical ability
- Presentation and Facilitation skills
- Planning
- Written and verbal communication
- Administration Skills
- Minute Taking

## BEHAVIORAL COMPETENCIES

- Decision making
- Problem solving
- Communication skills
- Conflict management
- Interpersonal
- Quality and service Focused
- Integrity
- Accountable
- Flexibility and adaptability
- Teamwork and collaboration
- Professionalism

## ROLES AND RESPONSIBILITIES

### Records Management

- Circulate agendas and minutes of the board committee meetings and any other special or extraordinary meetings.
- Prepare agendas in consultation with the Committee Chairperson and Board Secretary and circulate them with all supporting documents in good time.
- Assist the Board Secretary in Board appraisal and recruitment panels as required.
- Maintain all Board Committees working records.
- Alert the Board Secretary when Committee Members have not confirmed for meetings within a given time frame.
- Ensure that the board and board committee materials reach board and board committee members timeously so that members can consider them, can engage and contribute constructively to deliberations on the matters to which they relate; and can make informed decisions.
- Draft meeting notices with supporting documents for all meetings including Board Committee Meetings and AGM's.

### Minute taking

- Draft agendas and minutes for all Committee meetings.
- Minute the meetings and circulate the draft minutes and matters arising to all Committee members.

- Ensure accuracy of the minutes, write them out as soon as possible after the meeting, and submit them to the Committee chairperson before circulation to members of the committee.
- Ensure that minutes are signed by the Committee Chairperson once they have been approved.
- Ensure all minutes are filed and stored as per the regulations.

### **Corporate Governance, Compliance and Advisory**

- Perform updates/changes to ensure that any required changes in the workings of the Committees are affected as per Good Corporate Governance principles and legislation.
- Support the Board Secretary as required to guide the Board on statutory and legal compliance and best practice matters.
- Support the Board Secretary to implement key performance indicators and apply required standards and manage implementation thereof within the area of responsibility.
- Compile the Annual Board and Committee plans and ensure that the structuring of meetings will facilitate decision-making processes.
- Assist the board Secretary with the development of the Board Charters and Terms of Reference.

### **Administration**

- Administer, coordinate and attend to the activities related to various committees.
- Maintain and distribute meeting materials in line with Standard Operating Procedures.
- Coordinate and organise meetings logistics including booking meeting rooms, arranging for equipment and refreshments, organising facilities for those with special needs, etc.

### **Stakeholder relations**

- Liaise with internal and external stakeholders as delegated by the board secretary.
- Document the interactions with the stakeholders as required.
- Ensure communication with the relevant stakeholders.

### **Reporting**

- Prepare the quarterly and annual governance report.
- Compile resolutions summaries and reports from meetings as required and submit to Committee chairperson.

**Application:**

CVs and certified qualifications of suitably qualified persons must be Forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **25 February 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



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