



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE CEO		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCEO: 25/2021	<p><b>BOARD SECRETARY</b></p> <p><b>ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R488 841.00 – R782 190.00</b></p>	1

MICT SETA seeks to employ a suitably qualified and competent **Board Secretary**, whose primary role will be to provide corporate governance, legislative compliance and secretarial support to MICT SETA's Accounting Authority. The successful incumbent will be based at MICT SETA Head Office, in Midrand and will functionally report directly to the **Chairperson of the Board** and administratively to 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 the Chartered Governance Institute of South Africa, formerly known as Institute of Chartered Secretaries Administrators (ICSA)
- Admitted Attorney or registered Chartered Secretary will be an added advantage
- A minimum of 6 years' experience as a Company Secretary or Corporate Governance functionary at Senior Management level
- Knowledge of legislation governing SETAs
- Public sector experience will be an added advantage

#### 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

#### ROLES AND RESPONSIBILITIES

##### Management of the Board and Board Sub-Committees

- Coordinates the fulfilling of Board and Governance related needs, requirements and obligations, i.e. Corporate Plan and providing input into the Annual Report
- Reviews all legal and regulatory developments affecting MICT SETA's operations, making sure that the Board members are properly briefed
- Ensures compliance with 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 MICT SETA 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 Chairperson and pursues proxies
- Manages, coordinates and liaises with Board Members in relation to confidentiality agreements, declarations of interests, 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 Frame-Work which includes, Delegation of Authority, Whistle-blowing 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, Kings IV, etc.) and reports on compliance /non-compliance to the Board and Stakeholders as required
- Develops overall company-wide legislative compliance matrix and provides reports to the Board and Stakeholders/ government structures
- Manages compliance with the Public Finance Management Act (PFMA), Board and Board Committee Charters in relation to meetings and documentation
- Provide input on amendments to organisational policies and procedures

### **Budget Management**

- Prepares the budget for the division 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 Leadership and management**

- Sets performance standards and objectives for the 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 performance 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

### **Application:**

CVs and certified copies of qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Ms. Boipelo Ramafoko ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **22 July 2021**. Queries may be directed to 011-207-2649.

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



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