



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE BOARD SECRETARY 24 February 2023		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
BS: 03/2023	ADMINISTRATOR: BOARD SECRETARY ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R319 482.00 – R447 274.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator**; the primary role of the position is to provide an effective and efficient administrative support to the Board Secretary and the division.

The successful incumbent will be based at Head Office (Midrand) and will report to the **Board Secretary**.

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

MINIMUM REQUIREMENTS:

- Legal Secretarial Qualification (NQF 6) or equivalent;
- At least 1 year working experience in Legal Administration
- Knowledge of Company Policies and Procedures;

REQUIRED OUTPUTS

Administration

- Act as a point of entry for the department.
- Prepare meeting packs for Board meetings.
- Collate information for preparation of Board agendas.
- Transcribe minutes of Board meetings and distribute to relevant parties.
- Receive and scan all documentation for record purposes.
- Electronically distribute documentation to relevant parties.
- Maintain an updated electronic and hard copy filing system.
- Assist in resolving any administrative problems and compliance matters.
- Prepare documentation including correspondence, reports, drafts, memorandums, e-mails and board packs.
- Provide extracts from minutes of meetings for divisions upon request.
- Ensure department has a clean audit by ensuring all documents ready for audit.
- Submit payment for processing to Finance.
- Procure stationery for the department.
- Ensure that office equipment is properly maintained.
- Monitor department budget to prevent overspend.

Support to the Board Secretary

- Create the corporate calendar.
- Assist with developing the Board Annual Work Plan.
- Make sure declarations of interest as per the conflict of interest policy are received from Board Members.
- Obtain approval at different levels and distribute to various divisions.
- Liaise with others to ensure invitations have been received and make logistic arrangements.
- Coordinate pre-meeting prior to actual meeting 14 days earlier.
- Distribute task meeting minutes and follow up on tasks from task register.
- Prepare information to go to Stakeholders.
- Coordinate responses to routine Board correspondence.
- Assist the Board Secretary with information in facilitating the induction of the newly appointed Directors.
- Lodge the necessary Company forms with the Registrar of Companies.
- Ensure the compliance to corporate submission deadlines from Treasury.

Support to Board Committees

- Prepare and issue notices of meetings.
- Prepare the agenda and supporting documentation for meetings.
- Prepare the minutes and action list of Board Committees.

REQUIRED SKILLS

- Professionalism
- Multi-tasking
- Follow-Through
- Thorough

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Business English
- Administrative
- Liaison

Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **28 February 2023**. Queries may be directed to 011-207-2600.

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 highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.