

**INTERNAL / EXTERNAL ADVERTISEMENT
DIVISION: BOARD SECRETARIAT
20 November 2024**

REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
BS: 33/2024	COMMITTEE SECRETARY ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R650 597.00 – R917 096.00	1

MICT SETA seeks to employ a suitably qualified and competent **Committee Secretary** who will be responsible for the day-to-day administration and collaborating with the Board Secretary in coordinating the MICT SETA Committee activities, promote corporate governance and compliance.

MINIMUM REQUIREMENTS

- A bachelor's degree in law or related field or a Chartered Governance Institute of Southern Africa (CGISA) – Governance Certificate: Programme 3
- Qualification in Company Secretarial and Governance Practice – CGISA Board Level (advantageous)
- Minimum of five (5) years' experience in a company secretariat support role.
- Extensive experience in taking high-level minutes at Board and Committee level, ensuring accuracy and clarity in documenting discussions and decisions.
- Proven experience in administrative roles, including arranging and coordinating meetings, compiling agendas and reports, and implementing meeting resolutions.
- Experience in a public sector environment (Preferred)
- Knowledge of King IV report on Corporate Governance.
- 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)
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- Valid driver's License

ROLES AND RESPONSIBILITIES

Secretarial/ minute taking services and administration

- Draft agendas and minutes for assigned Committee meetings. Prepare minutes and circulate accurate draft minutes and matters arising to the Board Secretary.
- Ensure accuracy of the minutes, prepared within stipulated time frames.
- Ensure that minutes are signed by the relevant Chairperson (s) once they have been approved.
- Ensure all approved minutes are filed and kept as per the regulations.
- Collate documents and prepare meeting packs in consultation with the Board Secretary and distribute within stipulated time frames.
- Ensure that issues raised at Committee meetings for referral to other structures within and outside MICT are referred to such structures.
- Discuss draft agenda with the Board Secretary for completeness.
- Provide information on the activities of Committees for the production of the Committees' quarterly and Annual Reports.
- Ensure that Committee reports are drafted in consultation with the Board Secretary.
- Administer, coordinate and attend to the activities related to assigned Committees.
- Maintain and distribute meeting materials in line with the approved ToRs.

Corporate Governance Compliance and Advisory

- Ensure that any required changes in the functioning of the Committees are affected as per Good Corporate Governance principles and legislation.
- 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 Charter and Terms of Reference.
- Support the Board Secretary as required to guide the Board on statutory, 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.
- Initiate the annual review of the Terms of Reference of assigned Committees.

Records Management

- All meetings' packs are uploaded and saved on the appropriate folders for each meeting.
- All approved and signed minutes are filed and kept as per the regulations.

- Ensure that there is a recorder in place in all meetings and that all recordings are downloaded and filed.
- Maintain all Committees working records.

Stakeholder Management and Relations

- Liaise with internal and external stakeholders as delegated by the Board secretary.
- Maintain good working relations with Committee members and MANCO.
- Ensure all requests are responded to timeously.
- Ensure that the packs are accurate to ensure integrity and professionalism.

VALUES:

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness
- Communication

FUNCTIONAL:

- Corporate Governance
- Minute Taking
- Records Management
- Communication (Verbal and Written)
- Stakeholder Management and Relations
- Risk Management
- Presentation and Facilitation Skills
- Report Writing
- Administration Skills

BEHAVIOURAL:

- Detail-oriented
- Analytical ability
- Planning and Organising
- Decision making and problem solving
- Quality

- Teamwork
- Resilience
- Listening Skills
- Professionalism
- Integrity
- Attention to detail
- Confidentiality
- Accountable
- Flexibility and adaptability
- Teamwork

SYSTEMS SKILLS:

- Microsoft Office Suite - Intermediate
- Knowledge of board pack system (s) - Intermediate

Application:

Please click the link to apply <https://forms.office.com/r/mQQTGtdxcV> by no later than **30 November 2024**.

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

POPIA DISCLAIMER – By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)

