



VACANCY COMPANY SECRETARY DEPARTMENT

BOARD AND COMMITTEE SECRETARIAT OFFICER - C3 BAND

BASIC SALARY: R35 465.68 -R41 672.17 p/m (Plus Benefits)

REFERENCE CODE: BCSO

Purpose of the Job: To provide support to the Company Secretary, Managing Director and the Board of Directors to ensure all secretariat, corporate governance and assurance functions are completed effectively and efficiently.

Key Responsibilities: Establish and maintain accurate and effective administrative systems. Co-ordinate board and committee meeting, consolidation of report and meeting packs. Ensure that the board and board committee charters and terms of reference are kept up to date. Knowledge of the Board and municipal legal structure and understand communication protocol. Develop and ensure the maintenance of a filing system in line with the company standards to ensure access to all documents and correspondence. Co-ordinate Board and Committee meetings. Consolidation of reports and meeting packs

Key Knowledge and Skills: Company Secretarial duties. Knowledge of Corporate Governance and King IV. Computer literacy (MS Office). Knowledge of Risk Management, CPC, Ethics Management and Financial Management. Written and verbal communication skills. Attention to detail.

Minimum Requirements:

- Degree/Diploma in Corporate Governance OR Chartered Governance Institute of South Africa (CGISA) NQF Level 6
- 3 years appropriate experience, preferable within a company secretariat environment
- Managerial Experience not applicable