

JOB SPECIFICATION

Position Information	
Job Title	Board and Committee Secretariat Officer
Job Grade	C3


Structural Information	
Division	ERWAT
Section	Company Secretariat
Reports to	Company Secretary

Hierarchical position of Job (Only Job Titles are used)	
Supervisor (Second Reporting Level)	Managing Director
Supervisor (First Reporting Level)	Company Secretary
Incumbent	Board and Committee Secretariat Officer
Subordinates (First level)	None
Subordinates (Second Level)	None
Number of direct reports (own staff)	None

Minimum Person Requirements	
Minimum qualifications required	Degree or Diploma in Corporate Governance; OR Chartered Governance Institute of South Africa (CGISA) NQF level 6
Minimum operational experience required	3 Years appropriate experience, preferable within a company secretariat environment
Managerial experience required	Not applicable

Core Competencies		
Company Secretarial duties	Client orientation and customer focus	Professional
Knowledge of Corporate Governance and King IV	Written and verbal communication skills	Results / timeline orientated
Computer literacy (MS Office)	Ability to multi-task	Confidentiality
Knowledge of Risk Management	Productivity	Interpersonal relations
Understanding of general office routines	Organizing ability	Integrity
Knowledge of CIPC	Attention to detail	Learning attitude
Knowledge of Ethics Management	Typing skills	Loyalty
Knowledge of financial management	Multi-tasking skills	Creative and innovative

	<ul style="list-style-type: none"> • Consolidation of reports and meeting packs. • Draft Board and Committee agendas that are coordinated and prepared and circulated within the statutory timeframes. • Draft accurate records of meetings are taken and minutes prepared within agreed timeframes to be reviewed by the Company Secretary. • Circulate all board and Committee minutes within the required timeframes. • Draft meeting notices within the organisation's timeframes and legal obligations. • Ensure that confidential matters are observed within legislative and best practice models. • Draft Board and Committee resolutions for review and approval by the Company Secretary. • Liaise with internal and external auditors on statutory information. • Ethics management: updating and maintaining Directors' disclosure of interest.
Corporate Governance	<ul style="list-style-type: none"> • Draft and review board and board committee charters and terms of reference. • Update of incoming and outgoing Directors be lodged with CIPC. • Duty to obtain appropriate responses and feedback to specific agenda items and matters arising from earlier meetings in board and board committee deliberations timeously. • Ensure that a minimum number of meetings are held annually in line with King IV. • Knowledge of the Companies Act 71 of 2008 and Municipal legal structures and understanding communication protocol. • Develop and maintain the Delegations of Authority register. • Prepare and distribute notices, agendas, minutes, standardized reports and other required documents within agreed timeframes.

Approved by:	Company Secretary Ms. Zimasa Socikwa
	Signature:  Date

Accepted by:	Board and Committee Secretariat Officer _____
	Signature: Date