

Advertisement

Board Committee Secretary

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a Board Committee Secretary, who will report directly to the Accounting Authority Secretary and be based at the Head Office, Centurion Office.

Grading: (Role Band: C4)

Salary: R527 769 (Total Cost to Company per annum)

The role of this position is to:

Provide efficient administrative support to the W&RSETA Board Committees ensuring compliance with standards, procedures and timelines.

Key Performance Areas will include but not limited to the following:

- Sound effective and efficient administration of all board committee records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Facilitate and arrange committee meetings and take and compile minutes for the board committees
- Compile and communicate board committee decisions to Management and ensure instructions are clearly and timeously communicated and status against deliverables monitored to measure progress effectively
- Efficient, sound management of board committees calendar ensuring sufficient notification to all relevant stakeholders in order to prepare the required documentation, reports and presentations for timeous board submissions
- Manage the operational budget for the board committees ensuring compliance to policies and procedures
- Provide administration of meeting packs, catering, logistic arrangements, venue bookings for the Committee meetings
- Arrange the Annual General Meeting and other board committee related events
- Undertake any other responsibilities that may be required for the efficient functioning of the board committees
- Efficient capturing of minutes of all board committee meetings, ensuring they are properly recorded in accordance with good corporate governance
- Maintain the board committee's charters and terms of reference and ensure they are kept up to date
- Proper compilation and timely circulation of committee papers for assisting the chairman of the committees with drafting of work plans, documentation and reports
- Obtain appropriate responses and feedback to specific agenda items and matters arising from earlier meetings in board committee deliberations
- Ensure the Secretary of the Accounting Authority is informed and up-to-date on all board committee matters

- Compile reports of board committees for review by the Secretary of the Accounting Authority
- Advise the Board Committees on requirements of the constitution
- Monitor that quorum is present in meetings and advise the Chairperson in advance based on confirmations and/or apologies received
- Adherence to W&RSETA policies, procedures and legislation
- Professional visible representation of the SETA, ensuring all behaviors and conduct are aligned with the company values
- Ensure effective, professional communication and dialogue with all Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Public Administration, Management, Governance
- 5 years' relevant experience in committee secretariat.
- Knowledge and understanding of Corporate Governance and Regulatory framework (PFMA, Skills Development Act, Skills Development Levies Act, Companies Act, King IV Report) and other related legislative and regulatory framework

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the email subject line.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za. The closing date for applications is: **4 May 2024**