

## **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: R595 798** (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 [recruitment2@wrseta.org.za](mailto:recruitment2@wrseta.org.za). The closing date for applications is: **15 September 2025**.