



SOUTH AFRICAN TOURISM

ASSISTANT COMPANY SECRETARY

12 MONTHS FIXED TERM CONTRACT

An exciting opportunity exists at our Head Office in Sandton, to join our Governance, Risk and Compliance business unit as **Assistant Company Secretary** reporting to the **Head GRC/Company Secretary**. We invite applications from individuals who possess the required skills and experience.

Key Outputs:

Assist the Company Secretary:

- To ensure the effective servicing of the SA Tourism Board and Management Committees and associated meetings. This will include summoning meetings, preparing agenda, collating papers and ensuring their timely distribution, attending meetings, preparing minutes and follow-up action plans;
- To prepare agendas outlining the issues to be discussed at the meeting and distribute them to those attending;
- To liaise with attendees of the meeting to ensure the agenda is accurate;
- Write up minutes in a concise manner, and ensure formal record of discussions and decisions are produced for review by the company secretariat;
- Circulate minutes to committee members and other departments and individuals, including any agreed action points;
- To monitor follow-up action taken after the meetings, and maintain a rolling agenda.
- To organise monthly, quarterly, and extraordinary general meetings;
- Produce reports, presentations, and other documents to be reviewed by the company secretariat as requested by the Board and management;
- To monitor the activities of the Board and Management Committees to ensure that they act within their ToRs, standing orders, and other regulatory requirements;
- Provide input in the preparation of monthly reports and make presentations as required;

Company records and policy maintenance support

- Document, store, maintain, and retrieve corporate documents to ensure secure access and safekeeping;
- To be familiar with the governing instruments of SA Tourism and advise on them;
- To maintain Board and Management Committee records including papers, minutes, the indices of reports considered and of delegated authorities;
- Ensure compliance with statutory requirements and governance best practices;
- To assist in the preparation of Annual Reports and statutory Returns;
- To assist in the maintenance of statutory records and registers;
- Update policies and good practice documentation according to legislative changes and requirements;
- Drive day to day implementation of compliance to procedural/administrative document management systems and processes;
- Prepare meeting materials prior to presentation to be reviewed and approved by company secretariat.



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Member services and communication support

- To develop a close working relationship with Chairs and Members for designated board committees and management committees;
- To act as first point of contact for these Chairs and Boards in all matters relating to governance and company secretarial work;
- To manage the process for appointments and elections of Board and Committee members;
- To develop and maintain good relations and contact with key executives and managers who provide reports to the Boards/ management Committees;
- To implement Board induction, training programmes and annual evaluation.

Logistics

- Prepare venues and equipment for meetings;
- Manage member travel arrangements where necessary;
- Purchase requisitions and order management for office supplies and other services for the unit.

Qualifications and Experience

- A Bachelor's degree;
- Around 2-4 years' experience in committee administration and minute;
- Ability to work in teams and deliver on set objectives is essential;
- Ability to prioritise workload and work with minimum supervision and input.

Knowledge and Understanding of

- Administrative support best practice;
- Government priorities and imperatives;
- All Public Service systems;
- Communications and information management legislative requirements.

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : 25 August 2023

**Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.
No late applications will be accepted.**