



**SOUTH AFRICAN TOURISM**

## **Job Advertisement**

### **ASSISTANT COMPANY SECRETARY 12 MONTHS FIXED TERM CONTRACT**

An exciting opportunity exists for an Assistant Company Secretary at South African Tourism's Head office in Sandton. This position reports to the Head Governance, Risk and Compliance/Company Secretary. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

#### **KEY OUTPUTS:**

##### **Assist the Company Secretary:**

- Ensure effective provision of secretariat and corporate governance services to South African Tourism;
- Draft workplans for the Board, Committees and EXCO;
- Responsible for compilation and timeous distribution of Board and Committee packs prior to meetings,
- Draft Board, Committee and EXCO minutes and ensure timeous distribution to Board and Committee members;
- Follow up on matters arising from the Board and Committees with Management,
- Review Board Charters and Terms of References for Board Committees and EXCO;
- Ensure that all attendance registers and declarations of interests are signed by participants at all Board and Committee meetings;
- Maintain and up-to-date register of Board, Committee and EXCO resolutions;
- Manage and maintain statutory records and records within the company secretariat environment;
- Assist with the drafting of corporate governance reports to the Board, Committees and Management;
- Ensure compliance with statutory requirements and governance best practices;
- Drive day to day implementation of compliance to procedural/administrative document management systems and processes;
- Assist with Board inductions, training programmes and annual evaluations of the Board and Committees.
- Ensure that timeous logistical arrangements are made for Board and Committee meetings,
- Provide administrative support and secretariat services to the Executive Committee.



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### Stakeholder Engagement and Communication

- Establish, support, and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with trade.

### QUALIFICATIONS & EXPERIENCE:

- BCOM Law/LLB or CIS;
- Minimum of 3 to 5 years' experience in a company secretariat environment;
- Experience in recording and minute taking is essential;
- Knowledge of the Companies Act, the PFMA, Corporate Governance Best Practices and King IV principles.
- Proficiency in the use of MS Office.

Visit us @ [www.southafrica.net](http://www.southafrica.net)

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Please send your detailed C.V. to : [hr@southafrica.net](mailto:hr@southafrica.net)

Closing date : 23 February 2024

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