

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.



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

Detailed CV to be sent to : hr@southafrica.net
Closing date : 26 September 2024

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence, we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful. No late applications will be accepted.