



**SOUTH AFRICAN TOURISM**

## **COMMITTEE SECRETARIES 12 MONTHS FIXED TERM CONTRACT**

An exciting opportunity exists for two Committee Secretaries at South African Tourism's Head office in Sandton. The positions report to the Head: Governance, Legal, 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:**

#### **Committee Secretaries:**

- Ensure effective provision of secretariat and corporate governance services to MARCOM, ARCO and EXCO;
- Draft workplans for MARCOM, ARCO and EXCO,
- Responsible for compilation and timeous distribution of Sub-Committee packs prior to meetings,
- Draft Sub Committee and EXCO minutes and ensure timeous distribution to Sub-Committee members,
- Follow up on matters arising from the Board and Sub-Committees with Management,
- Review Terms of References for the Sub-Committees and EXCO,
- Ensure that all attendance registers and declarations of interests are signed by participants at Sub-Committee and EXCO meetings,
- Maintain and up-to-date register of Sub-Committee and EXCO resolutions,
- Manage and maintain statutory records and records within the company secretariat environment,
- 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 training programmes and annual evaluations of Sub-Committees,
- Ensure that timeous logistical and travel arrangements are made for Sub-Committee meetings.

#### **Stakeholder Engagement and Communication**

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



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## **QUALIFICATIONS & EXPERIENCE:**

- BCOM Law or LLB or CIS,
- Minimum of 1 to 3 years' experience in a company secretariat or legal environment;
- Experience in minute taking is essential,
- Knowledge of the PFMA and Treasury Regulations, the Companies Act, 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 : 31 December 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.**