

## **Head: Governance, Risk, Compliance, Legal, and Company Secretary**

An exciting opportunity exists for an individual to advise SA Tourism's Executive Committee, Board, and Board Committees on all matters related to regulatory risk, governance, compliance, and legal. The successful candidate will need to proactively engage with the relevant National Government department and Regulatory Entities. Furthermore, the role is responsible for directing and leading the legal, governance, and compliance team of SA Tourism. The vacancy is based at South African Tourism's Home Office in Sandton and reports to the Board of South African Tourism.

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:**

#### **Governance, Compliance, Internal Control, and Risk Management**

- Keep under review all corporate governance arrangements or developments which might impact the Board;
- Ensure that the Executive Committee, Board, and Board Committees are fully briefed on all governance matters and have regard to them when taking decisions;
- Provide advice and guidance to the Executive Committee, Board, and Board Committees on all matters of governance, statutory requirements, laws, regulations, risk, compliance, duties and responsibilities, and business conduct;
- Monitor changes in relevant legislation and advise the Executive Committee, Board, and Board Committees;
- Conduct and maintain provisions of the SA Tourism mandate;
- Manage and reconcile conflicting views in relation to governance issues;
- Ensure that SA Tourism staff and the Executive Committee, Board and Board Committees remain compliant with applicable standards of corporate governance and has the necessary infrastructure to support the governance rationale and governance framework;
- Develop and oversee the systems that ensure SA Tourism complies with all applicable codes, in addition to its legal and statutory requirements;
- Policy and charter maintenance, compilation, and implementation;
- Managing and compiling content for the governance report of the Annual Report.

#### **Company Secretariat Support**

- Evaluation of Board and Board Committees;
- Manage induction of Board and Board Committees members (Directors);
- Manage Executive Committee, Board, and Board Committee meetings in compliance with regulatory requirements, including notice of meetings, agendas, preparing meeting packs, dissemination of information, coordinating attendance at meetings, etc.
- Secretary to the Board and its Committees, including the Remuneration and Nominations Committee, Audit and Risk Committee and Finance Committee;

- Liaising with Chair, Board members, and being the first point of contact on Board business;
- Preparing and planning the Annual meetings, including Executive Committee and Board Annual Lekgotla.

#### **Oversight of Corporate Legal Services**

- Manage the provision of legal input into contractual resources (drafting, negotiations, and/or reviewing of contracts);
- Manage the provision of legal advice and opinions verbally or written; draft legal opinions; represent SAT in legal forums where required;
- Management of external legal service providers;
- Manage the development of policy, frameworks, and regulations for SA Tourism with strategic information that can inform improvement of frameworks, business processes, policies, procedures, and systems that manage business operations;
- Review and assess compliance of SA Tourism policies and procedures to applicable South African and international legislation, identify policy gaps, and review policies and/ or employee handbooks;
- Oversee and maintain key company information, executive decisions taken, standard practices, and policy updates for good governance;
- Review meeting materials prior to presentation and ensure compliance with the company's document retention policy.

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

- Establish and maintain relationships with key stakeholders, Executive Committee, Board, and Board Committees, external regulators, and advisors;
- Communicate and engage relevant stakeholders on directions and decisions taken by the business;
- Interface with the Executive Committee, Board, Board Committees, and respective management members to monitor and measure the services provided by the governance, risk, compliance, legal, and company secretariat;
- Operate within delegated authorisations;
- Participate in various meetings and provide comments/ opinions;
- Adhere at all times to the values of the SA Tourism;
- Provide input in the preparation of monthly reports and make presentations as required;
- Positively support the implementation of all Executive Committee, Board, Board Committee, and CEO decisions.

#### **Qualifications & Experience**

- LLB and/or relevant suitable qualification;
- A Post Graduate degree in Law and/or Business Administration and registered with the Chartered Institute of Secretariat will be an added advantage.
- Admission as an Advocate and/or Attorney of the High Court;
- Admission as a Chartered Secretary;
- Certified or Chartered Director Certification from IoDSA;
- 8-10 years' experience in corporate legal and/ or company secretarial role of which at least 5 years should be in a managerial position;
- Ability to work in teams and deliver on set objectives is essential.

**Knowledge and understanding of:**

- All relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations and other relevant legislation;
- Knowledge of Corporate Governance principles, practices, and application of King IV;
- Applicable Professional Membership.

**Qualities**

- Attention to detail;
- Critical thinking;
- Innovative forward thinker;
- Strategic thinker;
- Ethical;
- Excellent interpersonal relations;
- Customer focus;
- Excellent negotiation and mediation skills;
- A team player;
- Excellent written and oral communication skills;
- Problem-solving skills.

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Detailed CV to be sent to : [hr@southafrica.net](mailto:hr@southafrica.net)

Closing date : **30 April 2026**

**South African Tourism is an equal opportunity employer. Applications from persons living with disabilities are encouraged. Important note:**

**Due to the large volume of correspondence, should you not have heard from us within two weeks after submitting your application, kindly consider your application unsuccessful.**

**No late applications will be accepted.**