

Job Specification & Recruiting Profile of Vacancy

17 December 2019

The following vacancy exists at NSFAS in Cape Town.

Position	NSFAS Committee Secretariat	Type & Grade	Permanent (Grade 9 - 11)
Vacancy No	134 of 2019/20	Department & Unit	Governance, Risk & Compliance

POSITION OVERVIEW:

The primary purpose of the position to provide the full range of secretariat, governance and compliance support to ensure the effective functioning of the Executive Committee, Board and various Committees in accordance with legislative requirements and corporate governance best practice. The successful incumbent will be responsible for monitoring compliance by adhering to applicable laws and regulations and Board decisions and resolutions, co-ordinating procedural requirements associated with the provision of a Committee Secretariat service through the planning of the schedules of meetings and allocations, implementing and monitoring systems, and verifying outputs according to quality standards, monitoring the delivery of quality reports and accurately recorded minutes of proceedings and communicating across a broad spectrum with a view to disseminating information and/or guidance on policy and procedural compliance issues with respect to discussions and decision-making.

RESPONSIBILITIES:

Secretariat Operations

- Organise and prepare agendas and papers for relevant committees, as assigned
- Manage the scheduling of all meetings
- Together with the chair of that committee, organise the committee's annual plan in terms of its mandate, and actively manage this plan in order to ensure compliance
- Take accurate minutes, draft accurate resolutions for signature, maintain signed resolutions and minutes, and maintain an auditable filing system
- Draft accurate and complete follow up actions arising from meetings
- Communicate matters arising and action items to action owners and follow up on actions within agreed timelines
- Draft accurate minutes and distribute within agreed timelines
- Maintain statutory records, including registers of members, directors and secretaries, as appropriate
- Monitor cycle times, triggering renewed committee and board memberships, where appropriate
- Deal with relevant correspondence and collate information and distribute information as directed accurately and within agreed timelines.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action
- Execute any other duties as determine by the Governance and Compliance lead or GRC executive

Governance and Compliance Talent Management

- Agree and sign individual performance scorecards and development plans
- Remain abreast with technical professional development matters
- Remain abreast with organizational changes

Stakeholder Management

- Work collaboratively with stakeholders in order to achieve outcomes
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelors Qualification in Social Science, Business Management or Administration, Commerce, or in Public Admin or Management or LLB or equivalent
- Professional or Advanced qualification through Chartered Secretaries Southern Africa or working towards achieving CISP qualification or equivalent, or with extensive legal experience, or as a Company or Committee Secretariat
- Minimum of 5 years' experience in company secretariat, governance, legal or regulatory environment.
- Experience in committee management, minute taking and other secretariat duties
- Experience in the field of corporate governance with a strong understanding of Secretariat processes & governance in both the public and private sectors
- Overall knowledge of primary legislation applicable. Companies Act, King IV & associated statutes & regulatory framework

Beneficial skills and experience:

- Working knowledge of NSFAS

Core Competencies:

- Operate with high levels of accuracy and diligence
- Retains confidentiality of all meetings and discussions
- Sound filing system that is easily audited
- Excellent command of and fluency in the English language, both written & verbal; and
- Strong drafting (the ability to take meeting minutes) and administrative skills with attention to detail.

Computer skills required:

- MS Word – Intermediate
 - MS Excel – Intermediate
 - MS Power Point – Intermediate
 - MS Outlook – Intermediate
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REMUNERATION & BENEFITS

Remuneration Package:

R 515 939 to R 862 105 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 31 December 2019

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference.”

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