

## Job Specification & Recruiting Profile of Vacancy

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**23 January 2026**

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The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Governance Officer	<b>Type &amp; Grade</b>	Permanent, D1
<b>Vacancy No</b>	50 of 2025/26	<b>Department &amp; Unit</b>	Company Secretary

### **POSITION OVERVIEW:**

To support the Company Secretary by managing Board and Committee administration, monitoring statutory compliance, coordinating declarations of interest, and assisting with policy reviews and regulatory submissions.

### **RESPONSIBILITIES:**

#### **Support to Board and Committee Processes**

- Assist in preparing agendas, packs, and minutes
- To draft and review, on an annual basis, the Board Charter and Terms of Reference for each Committee member per Board subcommittee meeting, to ensure that there is a proper mandate for the authority of each member.

- Coordinate meeting logistics and invitations
- To take accurate minutes and distribute them within agreed timelines, draft accurate resolutions.
- for signature, maintain signed resolutions and minutes, and maintain an auditable filing system.
- To arrange, on an ongoing basis, the induction of new Board members for NSFAS.
- To issue appointment letters to the newly appointed Board co-opted members and Board sub- committees' members.
- To design the work plan for each Board Sub-Committee at the beginning of the year to ensure compliance with the relevant statutory requirements and the terms of reference deliverable.
- To draft and manage the Board and sub-Committee calendar at the beginning of each year and ensure that it is presented and approved by the Board.
- Ensure timely follow-up on action items and resolutions

### **Governance Registers and Compliance Monitoring**

- Maintain up-to-date statutory registers (conflicts of interest, declarations, attendance)
- Assist with compliance tracking and reporting processes
- Support risk plan and mitigations, compliance standards and audit plan and implementation of the Committee Secretariat function are within the EE Act and legislation.

### **Policy and Legal Support**

- To support and advise the board and subcommittees on the development of relevant policies and their interpretations, procedures and processes.
- Assist in the review and formatting of governance-related policies and frameworks.
- To disseminate information and/or guidance on policy and procedural compliance issues

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concerning discussions and decision-making.

- Maintain version control and repository of all approved policies and charters

### **Records and Information Management**

- File and organise governance documents in accordance with POPIA and internal protocols.
- Ensure secure, audit-ready documentation handling

### **Communication and Liaison**

- Communicate with Executives regarding Board requirements and deadlines
- Liaise with stakeholders to ensure timely document submissions

### **Budget optimisation**

- Forecast for subunit core administration activities and projects.
- Spent in line with budget for all Board committee projects.
- Compile a record of Board member remuneration based on meetings attended by members, and hourly and day rates of Board members.
- Complete the individual pay form and send it to the Board member for signature.

## **DESIRED SKILLS AND EXPERIENCE**

### **Minimum requirements:**

- LLB
- At least 3–5 years' experience in a governance, compliance, legal, or board secretariat environment in a regulatory environment.
- Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and applicable government prescripts.
- Working knowledge of the King IV Report on Corporate Governance, including principles related to Board composition, ethics, performance, and accountability.

- Experience in preparing Board and Committee documentation, including meeting agendas, packs, minutes, registers, and follow-up resolutions.
- Familiarity with the functioning of Board and Executive Committees in a regulated or governance-heavy institution.
- Working knowledge of the Public Finance Management Act (PFMA), King IV Code on Corporate Governance, National Treasury Regulations and Board and Committee operations
- Proficient use of Microsoft Office Suite (Word, Excel, PowerPoint) for reporting, document tracking, and records management

### **Preferred**

- Postgraduate diploma or short course in Corporate Governance, Compliance Management, or Company Secretarial Practice
- Experience working with a Schedule 3A public entity, state-owned enterprise, or funding institution
- Exposure to or certification in either the Chartered Governance Institute of Southern Africa (CGISA), Certified Compliance Professional (CCP) or similar
- Familiarity with governance platforms such as SharePoint, Board Portal Software (e.g. BoardEffect, Diligent), or Adobe Sign
- Experience supporting audit, risk, or legal compliance committees
- Excellent written and verbal communication skills for board reporting
- Experience in supporting the legal, audit, or risk committees of a Board.
- Knowledge of the Protection of Personal Information Act (POPIA) and data handling responsibilities in governance.
- Familiarity with document and compliance management systems, such as SharePoint, Board portals, or Adobe Sign.
- Exposure to drafting or updating governance-related policies and statutory registers.
- Prior experience in assisting with ministerial submissions, compliance audits, or AGSA reporting processes.

## **Skills & Competencies**

### **Core Technical Skills**

- Minute-taking and accurate documentation
- Board and Committee administration
- Legal and regulatory interpretation (basic level)
- Drafting of reports, registers, and compliance summaries
- Document and version control
- Digital proficiency: Microsoft Office Suite (Word, Excel, PowerPoint), SharePoint or similar platforms
- Familiarity with PFMA, Treasury Regulations, King IV, and POPIA

### **Analytical and Organisational Skills**

- Analytical thinking and attention to detail
- Planning and coordination of board calendars, submissions, and reports
- Time management and multitasking
- Problem-solving and resolution tracking
- Records management and audit readiness

### **Interpersonal and Professional Conduct**

- Professional integrity, objectivity, and discretion
- Confidentiality and ethical handling of governance matters
- Interpersonal skills to engage with Board members, executives, and external stakeholders
- Client orientation and responsiveness under pressure
- Teamwork and ability to collaborate across governance and legal teams

### **Communication Skills**

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- Strong verbal communication and engagement skills
- Excellent written communication, especially in formal and regulatory contexts
- Ability to summarise complex governance issues clearly for decision-making

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## **REMUNERATION & BENEFITS**

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

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### **PLEASE NOTE**

#### **Closing date: 8 February 2026**

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. Application must be sent via email address: [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za).

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from 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 presentively (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote presentively will receive preference. “ employment equity considerations \*\***

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