



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

29 March 2022

The following vacancy exists at NSFAS in Cape Town.

Position	NSFAS Committee Secretariat x 2 (Permanent)	Type & Grade	Market Related
Vacancy No	26 of 2021/22	Department & Unit	Office of the Chief Executive Officer and the Board

POSITION OVERVIEW:

The primary purpose of the position is to provide the full range of secretariat, governance, and compliance support to ensure the effective functioning of the Management Committee (Mancom) and various Board Sub-committees in accordance with legislative requirements and corporate governance best practices. The successful incumbent will be responsible for monitoring compliance by adhering to applicable laws and regulations, committee decisions and resolutions. Co-ordinating procedural requirements associated with the provision of a Committee Secretariat service through the planning of schedules for meetings and allocations, monitoring the delivery of quality reports and accurately recorded minutes of proceedings and communicating across a broad spectrum, to disseminate information and/or guidance on policy and procedural compliance issues concerning discussions and decision-making.

RESPONSIBILITIES:

Secretariat Operations

- Organise and prepare agendas and papers for relevant committees, as assigned
- Prepare and collate Committee Packs
- 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 to ensure compliance with the committee's terms of reference and legislation.
- Take accurate minutes and distribute within agreed timelines, 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
- 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 may be determined from time to time

Governance and Compliance

- Remain abreast with technical professional development matters
- Remain abreast with organizational changes
- Need to make sure that the policies are reviewed and approved by the Board Sub-committee when required
- Need to maintain a governance register

Stakeholder Management

- Work collaboratively with stakeholders both internal and external to achieve outcomes
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- B Com Law or LLB
- Professional or Advanced qualification through Chartered Secretaries Southern Africa or working towards achieving CGISA(CSSA) qualification or equivalent or with extensive experience as a Company or Committee Secretariat.
- Minimum of 5 years' experience in company secretarial, governance, legal or regulatory environment
- Previous demonstrated experience of having worked at the Board and Executive level
- 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:

- Overall knowledge of primary legislation applicable, such as the PFMA, Companies Act, King IV & associated statutes and regulatory frameworks
- Chartered Institute of Secretaries (CIS) membership / Chartered Governance Institute of Southern Africa

Core Competencies:

- Operate with high levels of accuracy and diligence
- Be proactive and take initiative
- Deadline driven
- Excellent Stakeholder Relationship Management
- Excellent Planning and Organising Skills
- 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.
- Ability to handle multiple committees
- Ability to work under pressure

Computer skills required:

- MS Word – Intermediate to Advanced
 - MS Excel – Intermediate
 - MS PowerPoint –Intermediate to Advanced
 - MS Outlook – Intermediate
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REMUNERATION & BENEFITS

Remuneration Package: NSFAS offer a Competitive Remuneration Package.

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

PLEASE NOTE

Closing date: 12 April 2022

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications, and names of three contactable referees to Ms. Nokulunga Mtse via email jobs@nsfas.org.za. NSFAS does 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.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

Enquiries: Email: fayroess@nsfas.org.za or nokulungam@nsfas.org.za

**** 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. “
