

BOARD SECRETARY

R 91 346,15

**Please Note: This temporary position for a period of 06
Month**

The Public Service Sector Education and Training Authority is in the process of repositioning itself and aligning the new strategy with existing legislative and governance mandate. The PSETA Accounting Authority (Board) thereof seeks to appoint a competent, suitably qualified, and experienced Board Secretary. The Board Secretary should have an arms-length relationship with the Board. The successful applicant will be based in PSETA Offices in Hillcrest Office Park, Pretoria and will report to the Board.

Job Purpose:

To provide efficient and effective secretarial support to the Accounting Authority (AA), AA Sub- Committees and other governance structures.

Key Responsibility Areas

1. Accounting Authority (AA) Support

- Provide advice to the AA on legislative matters such as PFMA, Company Act, King IV Report, constitutional and administrative issues.
- Assist the Chairperson of the AA and the CEO to determine the annual board plan and the administration of other matters on the strategic level.
- Plan and design the board meeting agenda and prepare meeting packs in consultation with the CEO and the AA Chairperson to ensure they are forwarded to the Board members timeously.
- Administer the AA and AA Sub-Committee secretariat functions thereof.
- Plan and design the Sub-Committee agendas and prepare meeting packs for distribution to the committee members.
- Record and take minutes of the board meetings and ensure that they are distributed as soon as possible and develop a tracking schedule for implementation process.

- Ensure that the board resolutions and instructions are communicated to the relevant persons at PSETA, implemented, and that pertinent matters from management are referred to the Board where appropriate.
- Conduct legislative research and regulatory developments to inform policy changes and advise to the AA to ensure compliance.

2. Governance

- Monitor all legislative, regulatory, and corporate governance developments that might affect PSETA's operations and inform the members accordingly.
- Develop criteria for the declaration of interests register for the members of the AA members and Committees and ensure maintenance thereof.
- Manage and consolidate the meeting materials to ensure compliance with respect to Corporate, Legal and the Regulatory conduct of internal and external meetings of the AA.
- Ensure no repeat findings in the internal audit report and implement corrective actions on existing finding.
- Participate and submit quality inputs toward the consolidation of the Annual Report to the Office of the CEO.

3. Stakeholder Management

- Maintain and nurture the relationship between the AA, Management, the DHET and other relevant stakeholders.
- Represent the SETA at strategic forums.
- Maintain constant communication with all interested parties within and outside the Sector.

4. People Management

- Create and maintain a culture of performance and efficiency.
- Identify and monitor team and individual goals.
- Ensure no repeat findings in the internal audit report and implement corrective actions on existing finding.

5. Finance management

- Provide input into the development of the organisation's budgets.
- Manage and monitor financial and other resources relating to the Board Secretary Office.
- Ensure compliance with Section 51 of the PFMA to prevent fruitless, wasteful, and irregular expenditure.

6. Information management

- Manage all the records of the AA in terms of the minutes, resolutions and strategic related submissions and documents for example the Strategic Plan, Annual Performance Plan, Annual Reports etc.
- Design, review and maintain a record keeping framework for AA records.

EDUCATION AND EXPERIENCE:

- An undergraduate qualification in Law/Advanced or Corporate Law/Chartered Secretary/Administration or equivalent relevant qualification at NQF Level 7.
- A post graduate qualification in Law/Advanced or Corporate Law/Chartered Secretary/Administration or equivalent relevant qualification at NQF Level 8 will be an added advantage.
- 8 years' experience as Board or Company Secretary in Corporate Governance, Legal, Compliance in the Public Service Sector/Entity or SETA environment.
- Registration with professional bodies will be an added advantage.
- **KNOWLEDGE, SKILLS AND ATTRIBUTES:** Strategic and Analytical thinking
* Decision making skills * Proven attributes of decisiveness * Team work * Advanced administration skills * Excellent report writing skills * Time Management * Ability to work under pressure * Excellent personal skills* Advanced Computer Literacy