



<b>Job Title</b> : Council Secretary	<b>Section</b> : Registrar's Officer
<b>Job Grade</b> : C-3	<b>Span of Control</b> : 1
<b>Business Unit</b> : Registrar's Officer	<b>Role job report to</b> : Registrar

**MINIMUM JOB REQUIREMENTS**

<b>Qualifications</b>	<b>Experience</b>	<b>Certification/ Professional Registration</b>
<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Relevant Diploma of Degree.</li> <li>• Law Degree an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years' experience as Council or Board Secretary.</li> </ul>	<ul style="list-style-type: none"> <li>• South African Institute of Chartered Secretaries (SAICS);</li> <li>• Other relevant professional registration.</li> </ul>

**JOB PURPOSE**

The purpose of this job is to-

- provide effective and efficient secretarial support to the Council and Council Committees.
- ensure proper and safe keeping of Council and Committee records.
- assist Council and Committees to effectively carry out their oversight responsibilities.

KEY RESPONSIBILITIES		
KEY PERFORMANCE AREAS	WEIGHT	KEY ATTRIBUTES
1. Coordination of meetings for the Council and Sub-Committees.	40%	<ul style="list-style-type: none"> <li>- Plan annual calendar for the Council and the Committee meetings;</li> <li>- Prepare agenda and meeting packs for the Council and the Sub-Committees</li> <li>- Liaise with the Council members on general secretarial queries and facilitate round-robin approvals or resolutions.</li> <li>- Ensure all logistic arrangements for the meetings to take place.</li> <li>- Prepare draft minutes and circulate to all members who attended the meetings for validation, corrections and timeous execution of decisions.</li> <li>- Act as central person and coordinate the writing, editing and safekeeping of the President speeches.</li> </ul>
2. Ensure safekeeping of all the Council and Sub-Committees related documents including attendance registers, minute books and resolutions.	20%	<ul style="list-style-type: none"> <li>- Electronically record meetings and ensure accurate transcription and timeous distribution of minutes.</li> <li>- Prepare action lists from previous minutes and submit to the Council and relevant Committees.</li> <li>- Draft documents as required by the Council and the Sub-Committees.</li> <li>- Ensure proper and safe keeping of Council and Committee records and other documents.</li> </ul>
3. Coordinate the process of appointing members of the Council and Sub-Committees.	10%	<ul style="list-style-type: none"> <li>- Facilitate the annual review of the Terms of Reference for the Committees of the Council.</li> <li>- Coordinate the process of appointing the Council and Sub-Committee members thereby sending out nomination forms and other documentation.</li> <li>- Coordinate the induction of new Council and Committee members.</li> </ul>

4. Support the Council in ensuring good Corporate Governance.	10%	<ul style="list-style-type: none"> <li>- Track execution of Council and the Sub-Committee decisions.</li> <li>- Coordinate training on Corporate Governance for the Council and Sub-Committee members.</li> </ul>
5. Provide administrative support to members of the Council and Sub-Committees.	20%	<ul style="list-style-type: none"> <li>- Arrange travel and accommodation for Council and/or Committee members where required.</li> <li>- Provide administrative support to the Council and Committee members in carrying out their functions.</li> <li>- Assist the Council and Committee members with submissions of their claims in respect of meetings and other Council business that they attended to.</li> </ul>

**COMPETENCIES**

<b>Knowledge</b>	<b>Skills</b>	<b>Qualities / Traits</b>
<ul style="list-style-type: none"> <li>o Corporate governance.</li> <li>o Service Level Agreements (SLAs)</li> <li>o Financial management</li> <li>o Investigations / auditing</li> <li>o Risk management</li> <li>o Data analysis</li> <li>o Project management</li> <li>o Conflict management</li> <li>o Human Resources management</li> <li>o Business processes</li> <li>o Leadership and management principles</li> <li>o Legal and regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>o Communication (verbal and written)</li> <li>o Listening</li> <li>o Administrative</li> <li>o Analytical</li> <li>o Report writing</li> <li>o Problem solving</li> <li>o Customer Care</li> <li>o Organising and coordination</li> <li>o Time management</li> <li>o Typing</li> <li>o Minute keeping</li> </ul>	<ul style="list-style-type: none"> <li>o Performance Driven</li> <li>o Assertive</li> <li>o Integrity</li> <li>o Team player</li> <li>o Customer service orientation</li> <li>o Business and personal values alignment</li> <li>o Personal Leadership</li> <li>o Critical thinking</li> <li>o Confidentiality</li> <li>o Attention to detail</li> <li>o Flexible</li> <li>o Professional</li> </ul>

### ADDITIONAL REQUIREMENTS

- ❖ Excellent computer skills – MS Suite
- ❖ Ability to engage at very senior management level
- ❖ Willingness to work long hours

### ORGANISATIONAL CULTURE

- **Bias for Action** with an orientation toward aggressive, proactive responses to problems & opportunities.
- **Continuous Improvement** with emphasis on improving processes, services and stakeholder relations.
- **Customer Focus** in understanding, meeting & exceeding customer expectations.
- **Fun & Friendly Environment**, an orientation toward style that makes it possible for employees to be well acquainted in an upbeat & energetic environment.
- **Openness to Frequent Change** and willingness to adapt modifications in job and roles.
- **Planning for Long-term Success** with an orientation toward achieving future, long-term goals, meeting timelines through careful planning and well-established strategic planning.
- **Quality Focus** with emphasis on high-quality services.