



ROLE SPECIFICATION

BOARD SUPPORT OFFICER

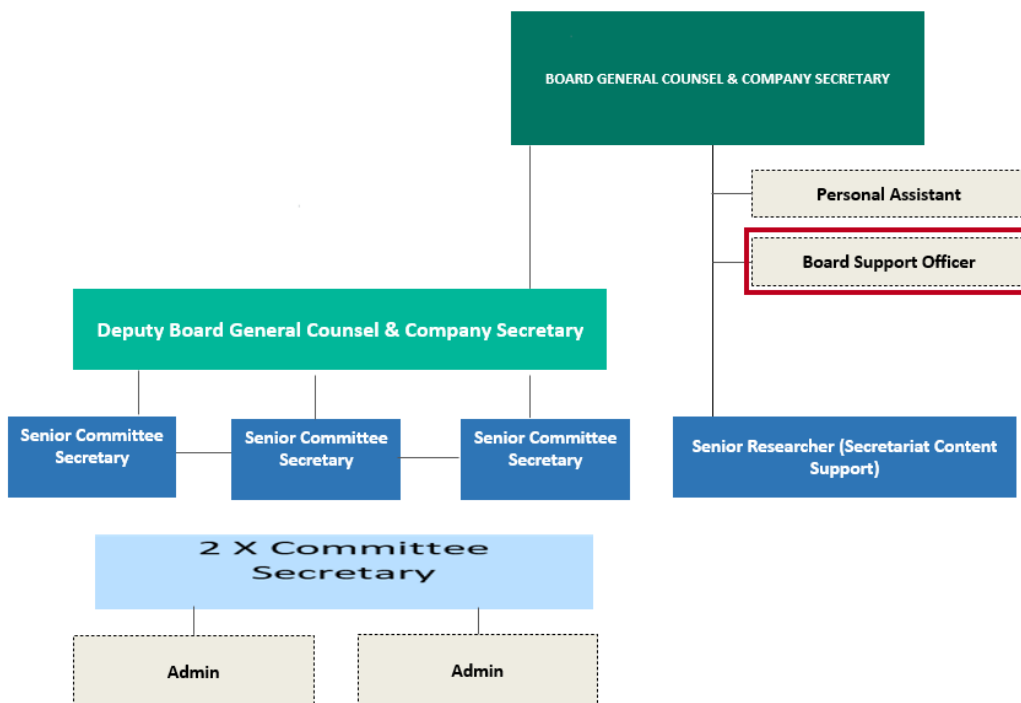
TO	Internal / External / Recruitment Agencies
REPORTS TO	Board General Council and Company Secretary
ADVERTISED	17 August 2025
CLOSING DATE	01 September 2025
SALARY	Market-related
LOCATION	SANRAL Head Office: 48 Tambotie Ave, Val de Grace, Pretoria, 0184
APPOINTMENT TYPE	Permanent

POSITION OBJECTIVE:

To plan, coordinate and arrange all logistics and arrangements associated with meetings and general administrative activities associated with the Secretariat. It includes bookings, travel, accommodation, logistics, managing claims and any other related administrative activities.

Display well developed planning and organising capability, as well as sound interpersonal relations and the ability to engage effectively with internal and external stakeholders.

OFFICE OF COMPANY SECRETARIAT ORGANISATIONAL STRUCTURE:



MINIMUM REQUIREMENTS:

- A minimum qualification of NQF Level 5 or above in Secretarial/Governance/Business Administration or related field.
- A minimum of 3-5 years administration experience, preferably within a company secretarial environment and with exposure to Executives and Board Directors.

(Where applicable, a candidate must produce an official SAQA evaluation confirmation of their international qualification.)

TECHNICAL COMPETENCIES:

- Sound working knowledge of general administrative activities, processes and procedures associated with the Secretariat environment.
- Proven track record with delivering outputs in a similar environment.
- Knowledge of best practice Secretariat environment, policies, practice frameworks and procedures.

- Knowledge of corporate governance practices and procedures
- Must be able to collaborate and work across functional teams, and with internal and external stakeholders.
- Excellent collaboration and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Excellent planning and organising skills.
- Analytical thinking with high attention to detail and accuracy

KEY RESPONSIBILITIES:

Administrative support

- Managing and supporting administrative activities for the Board General Counsel and Company Secretariat department
- Collecting and arranging data from committees and departments.
- Assisting and administering directors regarding inquiries and requests.
- Assist in calendar management and process relevant reminders on upcoming deadlines activities based on calendar.
- Send critical notifications and updates regarding corporate issues promptly.
- Preparing agenda items and meeting packages, considering the most recent changes.
- Ensure printing of all Board meeting packs and/or availability in electronic format.
- Keeping records of meeting minutes and ensuring a consistent agenda.
- Distributing post-meeting documents with votes and action plans specified in the assigned agenda.
- Tracking pending action items before and after the meeting.
- Monitoring stakeholders for task ownership against the set deliverables and timelines.

Record keeping

- All records pertaining to the Board General Counsel and Company Secretariat department are stored in a secured environment in hard copy and/or electronic format in accordance with best practice storage and retrieval practices and procedures.
- Conduct periodic audits to verify all documents in storage in accordance with best practice storage and retrieval practices and procedures.
- Ensures that the storage and retrieval process is in accordance with the most up to date best practice trends

Logistics (including coordinating flights, shuttles, accommodation, car hire, venue hire and conferencing)

- Coordinating flights, shuttles, accommodation, car hire, venue hire and conferencing to attend to Board, Board Committee and SANRAL events in line with the relevant SANRAL policies and procedures, and as per the preference of the respective Board members.
- Timeous booking of meeting rooms & IT support.
- Assisting IT support to prepare meeting rooms, test connections and remain on standby for further assistance.
- Ensure that all equipment in the Boardrooms and secretariat is fully functional, i.e. video conferencing, audio conferences, presentations and recording, as well as printers/photocopiers.
- Negotiates with external service providers and enter into agreements/contracts in accordance with SANRAL supply chain processes and procedures.

Financial administration

- Collate Board remuneration, S&T claims and process with Finance for payment
- Ensure timeous processing and submission of S&T claims for Board members.
- Processing and checking all invoices received from service providers [confirming that services were delivered] before approval by the Board General Counsel & Company Secretary, and processing by Finance.

Governance and compliance

- Comply to set governance and compliance procedures and processes related to an area of work and continuously identify and escalate risks.
- Ensure that completed work adheres to relevant policies, procedures, governance and legislative requirements and report on deviations and discrepancies.

EMPLOYMENT REFERENCE CHECKS

Employment reference checks are a requirement as part of SANRAL's recruitment and selection process. In order for SANRAL to conduct these checks a consent form needs to be completed and signed by the applicant. As an applicant of this position, you authorize SANRAL to process all the information provided for the purpose of your application for the position as well as the verification and record keeping of such credentials.

Please note that this is a confidential document and is intended for internal use by SANRAL's Human Resources department only.

EMPLOYMENT EQUITY

Appointments will be made in accordance with SANRAL's Employment Equity plan.

Applications must be submitted to: response@sanral.co.za

SANRAL reserves the right not to fill any position

Please note that further communication will be limited to shortlisted candidates only.