



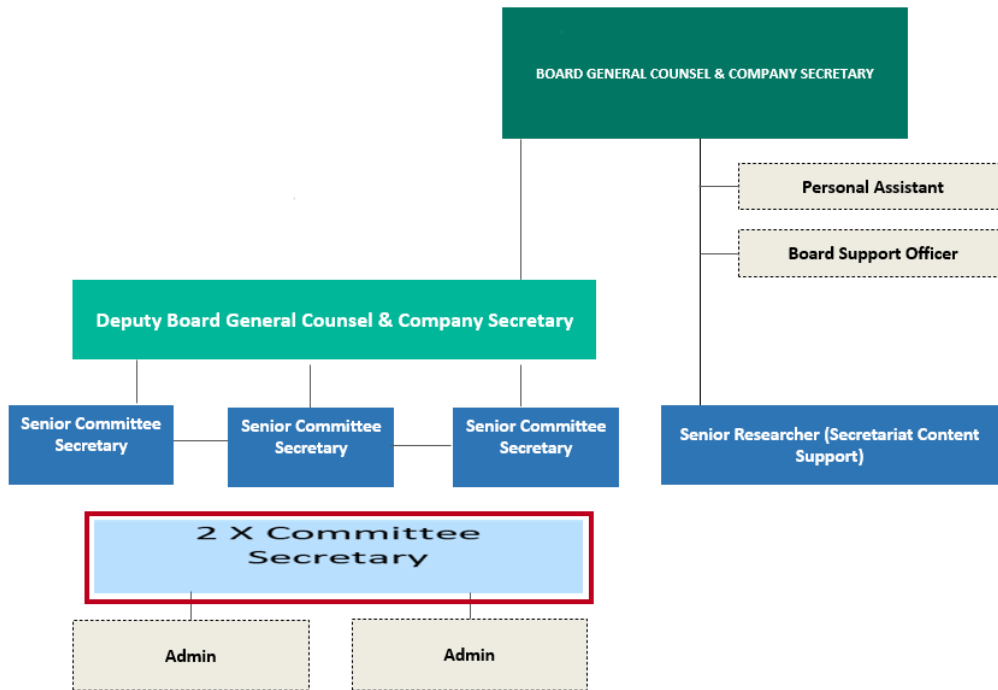
## ROLE SPECIFICATION COMMITTEE SECRETARY

<b>TO</b>	Internal / External / Recruitment Agencies
<b>REPORTS TO</b>	Senior Committee Secretary
<b>ADVERTISE</b>	17 August 2025
<b>CLOSING DATE</b>	01 September 2025
<b>SALARY</b>	Market-related
<b>LOCATION</b>	SANRAL Head Office: 48 Tambotie Ave, Val de Grace, Pretoria, 0184
<b>APPOINTMENT TYPE</b>	Permanent

### POSITION OBJECTIVE:

To provide professional secretarial and administrative support to board committees, ensuring the smooth conduct of meetings, compliance with governance regulations, and accurate record-keeping in accordance with statutory and organizational requirements.

## OFFICE OF COMPANY SECRETARIAT ORGANISATIONAL STRUCTURE:



### MINIMUM REQUIREMENTS:

- A minimum qualification of NQF Level 6 or above in Business Administration, Law, Corporate Governance, or a related field.
- At least 3-5 years relevant experience that includes minute taking
- Progress toward or completion of a CGISA (Chartered Governance Institute of Southern Africa) qualification is an advantage.

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

### TECHNICAL COMPETENCIES:

#### Knowledge:

- Sound knowledge of governance regulations and committee operations
- The knowledge and interpretation of the functional policies and procedures, including monitoring their consistent application internally within the context of the Secretariat environment

- Thoroughly familiar with the committee's terms of reference so that appropriate advice on the committee's business in relation to them can be given on them when needed
- Proficient in MS Office Suite and electronic board platforms (e.g. Diligent, BoardPad).
- Events, meeting and task coordination skills
- Ability to create reports for various stakeholders as relevant, in a lucid and effective manner, keeping in mind the purpose of the reports
- Tracking and monitoring, time management and ability to handle confidential information

## **KEY RESPONSIBILITIES:**

### **Meeting Coordination & Support**

- Schedule and coordinate meetings for allocated board committees.
- Assist in preparing meeting packs, agendas, notices, and distribute them in a timely manner.
- Ensure all logistic arrangements for meetings are properly done, which include accommodation, catering, travel and venue bookings.
- Effectively plan and schedule own activities to continuously improve quality and service delivery in area of specialisation.
- Execute process and procedural change, implement the change and provide guidelines and support related to new requirements as a result of the change.
- Advise the chair on issues relating to the committee and to ensure that the chair is well informed.

### **Minute-Taking & Record Keeping**

- Attend meetings and prepare accurate and timely minutes.
- Track resolutions and action items for follow-up with relevant stakeholders.
- Maintain well-organized records of agendas, minutes, reports, and supporting documents.

### **Administrative Support**

- Provide logistical and administrative support for in-person or virtual committee meetings.
- Assist with compiling reports for presentation to the board when needed.
- Ensure that all written communication material meet high quality content and accuracy standards.

## **Governance & Compliance**

- Applies Risk and Compliance knowledge and skills within the parameters of prescribed regulatory and best practice framework for good corporate governance
- Ensure committee operations comply with relevant legislation (Companies Act, PFMA) and King IV principles.
- Assist in the preparation and updating of committee terms of reference.

## **Stakeholder Liaison**

- Communicate with committee members, executives, and administrative units to ensure effective information flow.
- Coordinate document submissions and feedback required from departments.

## **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 sent to: [response@sanral.co.za](mailto: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.