



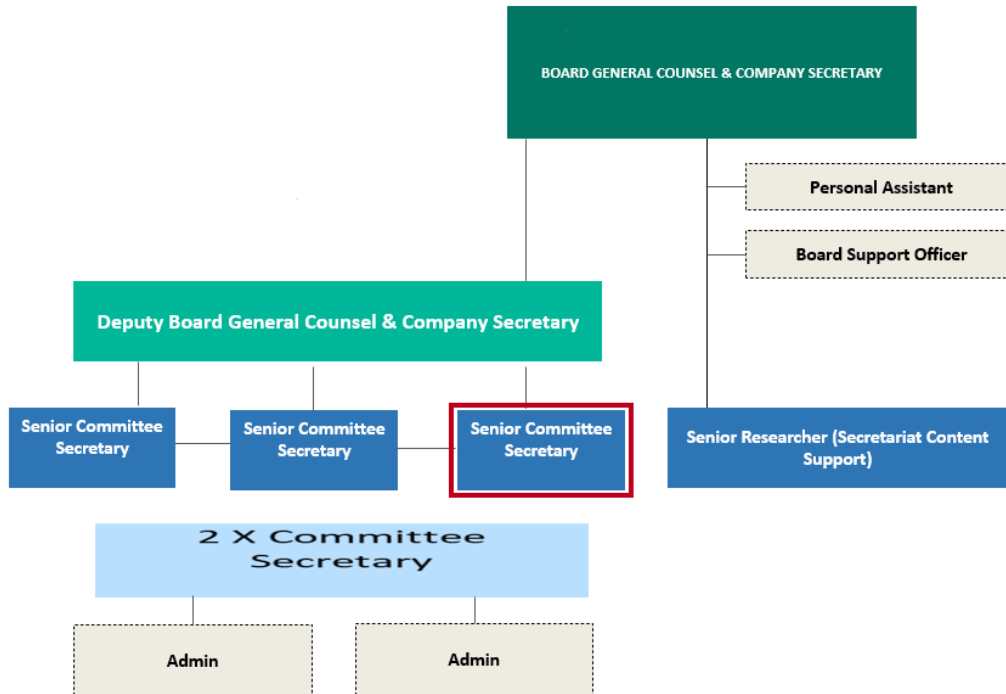
ROLE SPECIFICATION SENIOR COMMITTEE SECRETARY

TO	Internal / External / Recruitment Agencies
REPORTS TO	Deputy 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 assist the assistant Deputy Company Secretary to ensure operational efficiency, embed governance practices and ensure compliance. To provide secretariat support to the Board and its committees, ensuring effective coordination, accurate record-keeping, and efficient management of committee operations in line with applicable legislation and internal policies.

OFFICE OF COMPANY SECRETARIAT ORGANISATIONAL STRUCTURE:



MINIMUM REQUIREMENTS:

- A minimum qualification of NQF Level 6 or above in Law, Governance, Business Administration, or a related field.
- Chartered Governance Institute of Southern Africa (CIS) qualifications are a strong advantage.
- 5-8 years in a governance, secretariat, or compliance support role or related field.

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

TECHNICAL COMPETENCIES:

- Knowledge of best practice Secretariat environment, policies, practice frameworks and procedures
- Proven track record with managing similar environments.
- Be aware of the wider context in which the various committees operate and in particular being able to relate its business to SANRAL's strategic priorities
- Strong understanding of corporate governance principles (King IV, Companies Act, PFMA)

- Minute-taking and report-writing proficiency
- Tracking and monitoring

KEY RESPONSIBILITIES:

Committee Secretariat Support

- Manage operational activities of the Committees in the context of own accountability (Ensure, with the assistance of the Committee Secretaries the Coordination, scheduling, and facilitation of meetings for board committees (e.g., Audit, Risk, HR & Remuneration, Sustainability).
- Manage the drafting of drafting agendas of the various committees and sub-committees.
- Draft the agenda for Board meetings.
- Prepare and issue meeting notices, agendas, and documentation of Board meetings in line with governance standards and timelines.
- Manage the preparation and the issue of meeting notices, agendas, and documentation related to the various committees and sub-committee in line with governance standards and timelines.
- Oversight in terms of meeting record keeping decisions and actions.
- Facilitates signature of round-robin resolution.
- Manage and consolidate the meeting materials to ensure compliance.
- Support the various committees with the membership of the committee, when the periods of office of the members expire, and the procedure for replacing members.

Governance and Compliance

- Assists the Deputy Company Secretary to annually review the terms of reference of all Committees to ensure compliance and adherence to relevant legislation and regulations.
- Ensure oversight, robust decision making, transactions and undertakings are valid, executable and complies with statutory requirements and best practices, in a standardised manner.
- Ensure committee operations comply with the Companies Act, King IV, PFMA, and organizational governance frameworks.
- Maintain up-to-date terms of reference and charters for each committee.

Board Reporting & Follow-Up

- Ensure decisions and resolutions are communicated to the relevant persons.
- Process action plans.
- Track execution of Committees' decisions.
- Prepare consolidated reports and submissions for the Board.

Records Management

- Design, review and maintain a record keeping framework including numbering and referencing of minutes and resolutions.
- Maintain secure and confidential records of committee documents, including agendas, minutes, and resolutions.
- Ensure proper filing and archiving according to internal policies.

Stakeholder Engagement

- Liaise with committee members, senior executives, and internal departments to ensure information flow and document accuracy.
- Coordinate with internal governance, audit, risk, and compliance units as needed.

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

SANRAL reserves the right not to fill any position

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