



ROLE SPECIFICATION SENIOR RESEARCHER (SECRETARIAT CONTENT SUPPORT)

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| 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:

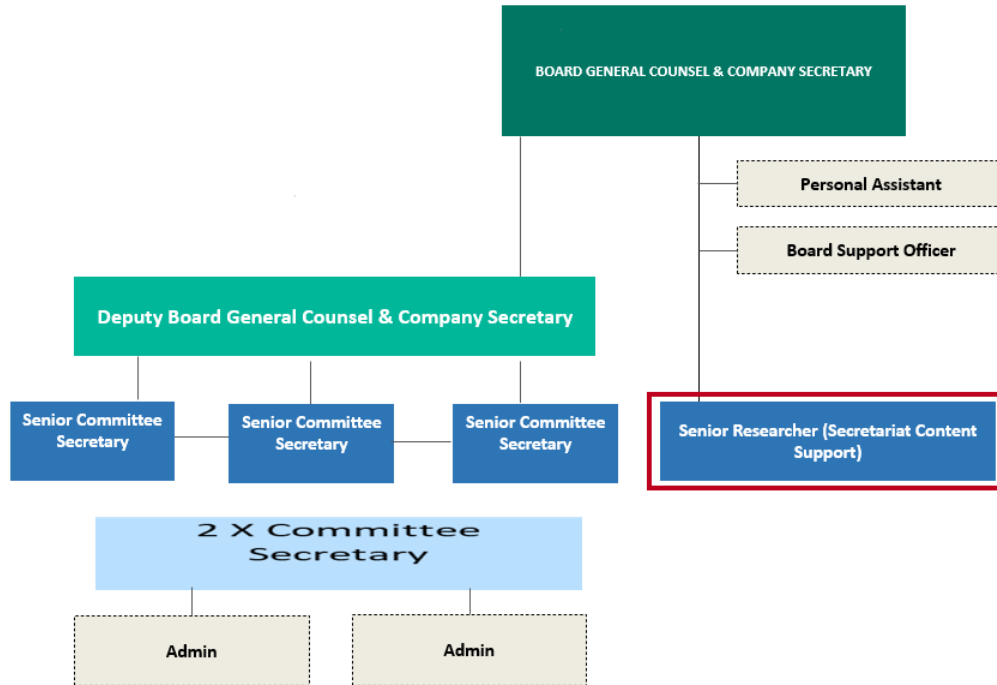
To conduct research on developments and improvements and responsible for putting together all board communication. Demonstrate capability as writer, editor and proofreader of all Secretarial publications and communications.

Conceptualise, conduct, oversee and conduct research towards the implementation and further development of the Secretariat function, report on/ disseminate research findings, and provide strategic insights, advice, and evidence-based inputs to the Secretariat function and the SANRAL Board.

Display innovation capability and ensuring regulatory compliance. Deliver exceptional insights that accelerates functional growth, and advances SANRAL's

Secretariat function and the Board on proposed changes through a solutions-based approach to address areas for development and improvement.

OFFICE OF COMPANY SECRETARIAT ORGANISATIONAL STRUCTURE:



MINIMUM REQUIREMENTS:

- A minimum qualification of NQF Level 6 or above in Public Administration, Management, Law, Communications and/or Research or related field.
- A minimum of 5-7 years' experience supporting a Company Secretariat Portfolio or Communications Portfolio or related fields in communication, research and administration.

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

TECHNICAL COMPETENCIES:

- Sound working knowledge of general practices, processes and organizational framework, such as goals, strategy, culture and structure of the Secretariat environment.

- Detailed background knowledge or hands-on experience relevant to the company/ industry
- Proven track record with managing similar environments.
- Knowledge of best practice Secretariat environment, policies, practice frameworks and procedures.
- Knowledge of corporate governance methodologies and secretariate services operating models and frameworks.
- Strong content development capability, including drafting, editing, reviewing of Secretariat related documentation.
- The ability to identify critical reporting factors and to write, develop templates and present reports.
- High level of verbal and written communication skills to facilitate interaction at all levels of authority both locally and internationally
- Ability to design, review content generated by the Secretariat function
- Analytical thinking with high attention to detail and accuracy
- Strong negotiation skills and ability to influence key decision makers
- Ability to build powerful networks within and outside of the company
- Strong analytical and problem-solving abilities.
- Must be able to write, edit and produce high quality and relevant documentation and reports associated with the Secretariat environment.

KEY RESPONSIBILITIES:

Provide advisory and research services to the Board on corporate governance and on applicable statutes, legislation, regulations, policies, practices and procedures.

- Provide advisory services to the Board on corporate governance and on applicable statutes, legislation, regulations, policies and procedures.
- Provide the Board and Board Committees with corporate governance views and trends, both locally and globally, to empower the Board and Board Committees to foster optimal corporate governance.
- Proactively contributes towards continuous improvement and the adoption of best practices, at the forefront of governance innovation, bringing new ideas to the table.
- Identify areas of practice improvement and areas for development, thereby providing solutions to address efficiencies in an effective and efficient manner.
- Report on, and contribute to the dissemination of, SANRAL Secretariat practice related research, by writing for different audiences and co-leading and participating in research projects.
- Contribute to the integration of research and policy and best practice development and implementation.

Content development, including providing writing, editing and proofreading capacity for all communications and documents produced by the Secretariat:

- Provide writing, editing and proofreading capacity for all communications and documents produced by the Secretariat.
- Manage the overall production of documents prepared by the Secretariat for Board consumption and record keeping purposes.
- Edit and proofread communications and documents prepared by the Secretariat and prepare the publications for final sign-off.
- Check all documents and ensure correctness and compliance to SOPs, policies and processes.

Administrative coordination and support with a focus on data/information integrity and report writing

- Administrative support includes drafting, reviewing and submitting reports to various stakeholders in alignment with SANRAL practice and procedural requirements.
- Collect and interrogate data, analyze information and provide reports and documentation to facilitate discussions at various SANRAL and external stakeholder forums.
- Report on transactional and process activities within set guidelines to provide timely information for decision making.

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.
- Implement and provide input into the development of governance, compliance, integrity and ethics processes within area of specialization.
- Be observant and engage on possible violations of procedures and standards of conduct and escalate where necessary.
- Provide specialist input through investigation and opportunities within the SANRAL Secretariat and Board processes including risk concern.

Provide regulatory insight and analysis on policy changes impacting the SANRAL mandate and strategic plan

- Advising and guiding the Board and Secretariat in discharging their responsibility to comply with applicable statutory, regulatory and managerial requirements in

order to protect the reputation of SANRAL and avoid legal action against the Group.

- Promoting good working relationships with the regulators, shareholder and other key stakeholders.
- Enabling SANRAL to demonstrate to regulatory authorities and other stakeholders that it is fit and proper to undertake its business.
- Maintaining a thorough understanding of the relevant regulatory requirements applicable to the SANRAL Business.
- Facilitating the establishment of a compliance culture.

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.