



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20240717/1777
BPS Vacancy Number:	VAC00674/25
Job Title:	Committee Secretary
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R455638.00 - R683457.00
Organisation Name:	State Information Technology Agency
Division:	CE: Office of the CEO
Department:	CE: Executive Support
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

#### Purpose of Job:

To assist with the provision of a full range of Company Secretariat functions and activities, Governance and Regulatory services to SITA To manage the day to day administration and assist the Company Secretary with company secretarial work related to SITA To promote Corporate Governance, Compliance and Advisory

#### Responsibilities:

To provide guidance to Directors and Committee members as to the nature and discharge of their duties, responsibilities and powers with particular emphasis on ethics, good governance and its legislative framework To provide comprehensive and professional secretarial services and support to the Board, its Committees and the Executive Committee EXCO in accordance with legislative requirements, corporate governance practices and terms of references Ensure the proper running of Board, its Committees and EXCO through adherence to SITA meeting procedures and guidelines Compile Board Committee Chairpersons reports as well as any reports that may be requested Contribute to the risk assessment of the Office of the Company Secretary

#### Qualifications and Experience:

Minimum:3-year National Diploma/Degree in Business Law / Social Sciences / Public Administration. Professional/Advanced Qualification on Governance and Administration through Chartered Institute of (CIS) or equivalent will be an added advantage.

Experience 3 to 5 years' experience in Committee Secretarial, Legal, Governance or Regulatory Environment

#### Knowledge:

Knowledge of the Companies Act and Regulations, the Public Finance Management Act and Regulations, the State Information Technology Agency Act and Regulations, Public Service Legislation and Regulations, the Critical Infrastructure Protection Act, State Procurement Policy and Legislation, National Archives Act and Policy, the Protection of Personal Information Act and the King Code on Corporate Governance King IV , Governance processes and practices Microsoft Application knowledge Experience in Company Secretarial function A good command of the English language Excellent oral and report writing skills minute taking and report writing Meticulousness Ability to multi task and prioritise tasks Excellent time management Professional discretion Numeracy and computer literacy Self reliance, stress tolerance and ability to work under pressure Well developed organisational and planning skills and Attention to detail Personal Attributes Behaviours Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy

#### Technical Competencies

##### Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

##### Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

#### Interpersonal and Behavioural Competencies

##### Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

##### Attention to Detail

The ability to ensure information is complete and accurate.

##### Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

##### Continuous Learning

The ability to constantly expand one's skill set.

##### Disciplined

Showing a controlled form of behaviour or way of working, diligently.

##### Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

##### Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

#### Additional Requirements

N/A

#### How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) or Call: 0801414882

Closing Date : 26 Jul 2024

#### Disclaimer

\*\*\*\*\*NB: EMAILED CV'S WILL NOT BE ACCEPTED\*\*\*\*\*