



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20250211/2145
BPS Vacancy Number:	VAC00675/25
Job Title:	Assistant Company Secretary
Job Level:	D5
Vacancy Type:	Internal & External
Salary Range:	R1035817.00 - R1553726.00
Organisation Name:	State Information Technology Agency
Division:	CS: Office of the Company Secretary
Department:	CSC: Office of the Company Secretary
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

#### Purpose of Job:

To ensure that SITA complies with financial and legal requirements and maintains governance standards in the discharge of its duties to ensure that all organizational operations are carried out within the realm of corporate governance

#### Responsibilities:

Manage the effective running of the activities of the Board in conjunction with the Board Chairperson. Act as a primary point of contact and source of advice/guidance to Board Members regarding SITA and its activities to assist in their decision-making process. Keep under review all legal and regulatory developments affecting SITA's operations and make sure the Directors are properly informed of such developments. Co-ordinate the publication and distribution of the company's annual report and accounts and interim statements, in consultation with the company's internal and external advisers when preparing the directors' report to ensure that reporting is done in a timely and accurate manner. Manage the development and implementation of systems that ensure that SITA complies with all applicable codes as well as its legal and statutory requirements. Maintain statutory books including registers of members and directors to advise the shareholder accordingly on any changes. Facilitate the proper induction and training of Board Members to enable them to assume their roles and responsibilities and execute their fiduciary duties in the best interests of SITA as set out in the Companies Act and all other applicable Legislations.

#### Qualifications and Experience:

Required Qualification: National Diploma/Degree in Law or Commerce. Registration with the SA Institute of Chartered Secretaries and Administrators will be an added advantage.

Certifications: 8 - 10 years' experience in Corporate Governance or Legal and Commercial Environments. 5 years' experience in the field of Committee Secretary. 3 to 5 years' experience in an Assistant Company Secretary or Board secretary role.

Registration with a Professional Body: Companies Act, SITA Act, Governance Body of Knowledge (G-BOK), King Code III and applicable Legislations, ICT business Environment and Landscape.

Experience: 7 - 8 years' experience in Corporate Governance or Legal and Commercial Environments. 5 years' experience in the field of Committee Secretary. 3 years' experience in an Assistant Company Secretary role.

#### Knowledge:

Companies Act, SITA Act, Governance Body of Knowledge (G-BOK), King Code III and applicable Legislations, ICT business Environment and Landscape, PAIA and POPIA working knowledge to ensure compliance, Knowledge of compliance framework.

#### Technical Competencies

Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

#### Leadership Competencies

<p><b>Collaboration</b></p> <p>Initiating, developing and maintaining cooperative relationships with individuals and groups within a particular business/ industry/ region. Relates to relationships with colleagues, customers, suppliers and shareholders</p> <p><b>Communicating and Influencing</b></p> <p>Exchanging information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes</p> <p><b>Honesty, Integrity and Fairness</b></p> <p>Demonstrating and supporting SITA's ethics and values.</p> <p><b>Outcomes driven</b></p> <p>Setting and striving towards outcomes for self and/or others, measuring and communicating performance and taking corrective action without hesitation when not reaching desired results</p> <p><b>Innovation</b></p> <p>Generating viable, new approaches and digital solutions.</p> <p><b>Planning and Organising</b></p> <p>Developing, implementing, evaluating and adjusting plans to reach goals, while ensuring the optimal use of resources</p> <p><b>Responding to Change and Pressure</b></p> <p>Is flexible and adapts positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift</p>
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Interpersonal and Behavioural Competencies
<p><b>Active listening</b></p> <p>The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.</p> <p><b>Attention to Detail</b></p> <p>The ability to ensure information is complete and accurate.</p> <p><b>Continuous Learning</b></p> <p>The ability to constantly expand one's skill set.</p> <p><b>Empathy</b></p> <p>The ability to understand and share the feelings of another.</p>

Additional Requirements
N/A

How to apply
<p>To apply please log onto the e-Government Portal: <a href="http://www.eservices.gov.za/">http://www.eservices.gov.za/</a> and follow the following process;</p> <ol style="list-style-type: none"> <li>1. Register using your ID and personal information;</li> <li>2. Use received one-time pin to complete the registration;</li> <li>3. Log in using your username and password;</li> <li>4. Click on "Employment &amp; Labour";</li> <li>5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;</li> </ol> <p>Or, if candidate has registered on eservices portal, access <a href="http://www.eservices.gov.za/">http://www.eservices.gov.za/</a>, then follow the below steps:</p> <ol style="list-style-type: none"> <li>1. Click on "Employment &amp; Labour";</li> <li>2. Click on "Recruitment Citizen";</li> <li>3. Log in using your username and password;</li> <li>4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;</li> </ol> <p>For support, please send an email to: <a href="mailto:egovsupport@sita.co.za">egovsupport@sita.co.za</a> or Call: 0801414882</p>

Closing Date : 20 Feb 2025
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Disclaimer

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