

COMMITTEE SECRETARY: C2 SECRETARIAT DEPARTMENT

**ITHALA SOC LIMITED
DURBAN HEAD OFFICE
REFERENCE NUMBER: BN18046**

An exceptional opportunity awaits a dynamic individual with the right qualifications and experience to assume the position of a Committee Secretary

Reporting to the Company Secretary, the ideal candidate will be required to:

- Provide broad secretarial services such as setting up the required meetings in line with Ithala Policies & Procedures.
- Prepare Agendas for meetings and their related documentation.
- Attend meetings and take minutes accurately and follow the acceptable standard format including action items to be followed up.
- Provide support to Executives on a day to day basis on various issues.
- Provide administrative services such as maintenance of statutory registers and records of all companies within Ithala SOC Limited.
- Perform all secretarial and administration functions for the Unit.
- Assist the Company Secretary with the execution of Board resolutions.
- Assist in the enactment of statutory requirements as per governance processes.
- Ensure that the Secretariat database is maintained.
- Maintain meeting, resolutions and share registers.

The following entry requirements must be met in order to be considered for this position:

- A CIS or legal qualification.
- At least two (2) appropriate years related experience.
- High level of understanding and experience in the application of the Companies Act, 2008; Banks Act and Public Finance Management Act, as well as other related legislation.
- Good knowledge of corporate law and corporate governance principles.
- Knowledge of computerised system.
- Provide advice to the Committees on legislative matters such as PFMA, Company Act, King 4 Report, constitutional and administrative issues.
- The ability to communicate effectively.
- Diplomacy, approachable and dependable at work.
- Tenacity and professionalism
- Integrity and result oriented.

All Short listed applicants will be subjected to assessments, references and credit checks.

ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT

CLOSING DATE: 05 JULY 2018

INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO HR_recruitment3@ithala.co.za. KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION. YOU MAY FAX THESE TO 0866025281

PLEASE NOTE:

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO

ASSESSMENTS, REFERENCE AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 1 MONTH OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.