

BOARD SECRETARY

(5 YEAR CONTRACT)

Salary: R 604 489 - R696 774.00 per annum plus Benefits

The Public Service Sector Education and Training Authority is in the process of repositioning itself and aligning the new strategy with existing legislative and governance mandate. The PSETA Accounting Authority (Board) thereof seeks to appoint a competent, suitably qualified and experienced Board Secretary. The Board Secretary should have an arms-length relationship with the Board. The successful applicant will be based in PSETA offices in Hatfield, Pretoria and will report to the Board.

Job Purpose:

To schedule and coordinate all Board, Committees and Sub Committee meetings; and manage the functioning of the Board governance Committees of the PSETA. To ensure full compliance to Public Finance Management Act (PFMA), Skills Development Act (SDA) Skills Development Levies Act (SDLA), PSETA Constitution and all other relevant Acts.

Duties and Responsibilities:

- Manage preparations and attend Board, Committees and Sub-Committee meetings respectively;

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Provide PSETA Board members with guidance in their duties, responsibilities; powers, make members aware of all applicable laws, ethics, good governance and regulations relevant to PSETA;
- Coordinate and assist Management with the Induction of the Board and Committee members
- Ensure accurate preparation and circulation of minutes of the Board and Committees;
- Draft Committee reports and provide necessary support thereof to the Committee Chairpersons
- Ensure that the AA resolutions are communicated to the Chief Executive Officer (CEO) in line with the Board Charter for implementation
- Ensure that the Board, Committees and Sub-Committee frameworks and Charters are kept up to date;
- Circulate Board, Committees and Sub-Committees meeting documents and submissions
- Ensure members compliance with the PSETA Constitution Code of Conduct through the management of the declaration of interests;
- Manage the attendance and conflict of interest registers for the Board , Committees and Sub-Committees;
- Manage all the records of the AA in terms of the minutes, resolutions and strategic related submissions and documents for example the Strategic Plan, Annual Performance Plan, Annual Reports etc.
- Facilitate the Board performance Assessment on annual basis
- Coordinate Board and Committee training;
- Develop yearly work plans and meetings planner
- Provide advice to AA on legislative and regulation matters such as PFMA, Skills Development Act, PSETA Constitution ;
- Provide advice to the Board on Corporate Governance matters, including best practices for example King codes
- Ensure that policies that affect the board are reviewed on annual basis

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Ensure that the Board act in the best interest of the PSETA;
- Develop a high performing team and drive for high performance team and culture to achieve excellency;
- Manage staff time attendance and leave according to policy.

Educational Requirements:

- A minimum Bachelor's Degree Public Administration, Business Management, Law (NQF 7) or equivalent;
- Possess a qualification and membership of Chartered Secretaries of South Africa (CSSA) or Chartered Institute of Secretaries (CIS) will be an added advantage
- Minimum 5 years' experience Board Secretary or supporting Committees of the Board
- Extensive knowledge of organizational corporate governance, PFMA, SDA, SDLA and other related regulations
- Ability to effectively lead and manage function specific programmes;
- Experience in a SETA and or Public Sector environment will be an additional advantage.

PLEASE NOTE:

The PSETA will consider Employment Equity criteria in making any appointments. **People with disability are encouraged to apply. PSETA reserves the right not to make an appointment.** Only applicants who meet the requirements should apply by forwarding their detailed CV and cover letter clearly indicating the name of the position to: recruitment@pseta.org.za. All applicants will be considered in terms of PSETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Vision: Cutting Edge Skills for Quality Public Services

- Mission:** Leading in the development of skilled and competent human capital in the Public Service Sector through:
- effective coordination of skills development interventions based on occupationally directed qualifications;
 - focusing on learning programmes; and
 - promoting learner placement and absorption within the public sector.

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

Closing Date: 28 February 2020

Vision: Cutting Edge Skills for Quality Public Services

- Mission:** Leading in the development of skilled and competent human capital in the Public Service Sector through:
- effective coordination of skills development interventions based on occupationally directed qualifications;
 - focusing on learning programmes; and
 - promoting learner placement and absorption within the public sector.