

BOARD SECRETARY

(5 YEAR CONTRACT)

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

Please Note: This is a fixed term position until 31 March 2025

(Directly linked to the term of the AA)

The Public Service Sector Education and Training Authority is in the process of reposition 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 provide efficient and effective Secretarial support to the Accounting Authority (AA), sub-committees and other governance structures.

Key Responsibility Areas

1. Accounting Authority (AA) Support

- Provide advice to the AA on legislative matters such as PFMA, Company Act, King IV Report, constitutional and administrative issues;
- Assist the Chairperson of the AA and the CEO to determine the annual board plan and the administration of other matters on the strategic level.

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.

- Plan and design the board meeting agenda and prepare meeting packs in consultation with the CEO and the AA Chairperson to ensure they are forwarded to the board members timeously.
- Administer the AA and AA subcommittee secretariat functions thereof;
- Plan and design the Sub Committee agendas and prepare meeting packs for distribution to the committee members;
- Record and take minutes of the board meetings and ensure that they are distributed as soon as possible and develop a tracking schedule for implementation process.
- Ensure that the board resolutions and instructions are communicated to the relevant persons at PSETA, implemented, and that pertinent matters from management are referred to the board where appropriate.
- Conduct legislative research and regulatory developments to inform policy changes and advise to the AA to ensure compliance.

2. Governance

- Monitor all legislative, regulatory, and corporate governance developments that might affect PSETA's operations and inform the members accordingly.
- Develop criteria for the declaration of interests register for the members of the AA members and committees and ensure maintenance thereof.
- Manage and consolidate the meeting materials to ensure compliance with respect to Corporate, Legal and the Regulatory conduct of the meeting for internal and external meeting of the AA.
- Ensure no repeat findings in the internal audit report and implement corrective actions on existing finding.
- Participate and submit quality inputs toward the consolidation of the Annual Report to the office of the CEO.

3. Stakeholder Interaction

- Maintain and nurture the relationship between the AA, Management, the DHET and other relevant stakeholders.

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.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Law / Advanced or Corporate Law / Chartered Secretary or equivalent (NQF 7)
- Bachelor's Hons degree in Advanced or Corporate Law or equivalent (NQF 8) will be an added advantage
- Minimum 6 - 8 years' experience as Board Secretariat function within the Public sector.
- **KNOWLEDGE, SKILLS AND ATTRIBUTES:** Strategic and Analytical thinking * Decision making skills * Proven attributes of decisiveness * Team work * Advanced administration skills * Excellent report writing skills * Time Management * Ability to work under pressure * Excellent personal skills * Advanced Computer Literacy
- If you meet the above mentioned requirement, kindly submit your application, a detailed CV and a covering letter to the Human Resource Department via e-mail to recruitbs@pseta.org.za.

- **Closing Date: 7 August 2020**

- **Enquiries:** Mr Phuti Mphaga

Tel: 012 423 5726



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.