

EMPLOYMENT OPPORTUNITY

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act 97 of 1998 as amended by Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate, the BANKSETA is as such an agent of transformation and seeks to promote employment equity and Broad-based Black Economic Empowerment through skills development. For further details on the BANKSETA, visit www.bankseta.org.za

Reference Number:	BS/20092021/COSEC
Job Title:	Company Secretary
Reporting Line:	Chief Executive Officer
Full-time/Part-time/Contract:	Full time position
Location:	Gauteng – Centurion (Head Office)

Remuneration: R 849 802,50 – R 1019763,00 (CTC per annum).

The purpose of the role:

To manage the BANKSETA's corporate governance, compliance, audit and risk responsibilities.

Main Responsibilities:

- Provide guidance to the Board and Committee members as to their duties and functions in accordance with the BANKSETA constitution and other relevant Department of Higher Education and Training/National Treasury requirements
- Distils and understands the impact of organisational strategic thrust and other areas of the organisation in relation to the law and applicable regulations.
- Advises the Boards and CEOs on how to navigate the impact above and how best to brief external Legal Counsel where applicable.
- Develop an integral Annual Business Plan Governing Risk, Compliance, Legal, Secretarial Services and Governance to execute on the organisational strategy.
- Develop the applicable policies and supporting documentation in support of the Operational Plan
- Oversee the implementation of compliance supporting systems and structures.
- Develop BANKSETA risk management framework and implement the roll out of the applicable systems, and structures.
- Draft, and maintain risk register in respect of the relevant departments.
- Oversee the co-ordination of risk management meetings (and meeting schedule);
- Provide feedback and reporting on Risk Management Committee scope of issues to Audit & Risk.
- Compile the minutes of all the Board and Committee meetings.
- Coach and develop subordinates to optimise delivery.
- Produce reports on governance, legal, compliance and risk for submission to the various stakeholders.
- Keep the Board abreast of legislative and corporate governance developments;
- Ensure Board Constitution is in place and implemented (inclusive of following the process for Board appointments and resignations);
- Ensure implementation of Board resolutions and Committee charters/terms of reference (inclusive of Risk Management);
- Management and monitoring of SCM processes and expenditure of Board and Secretariat operational budget;
- Development, amendment and submission of Strategic Plan and Annual Performance Plan to National Treasury and Department of Higher Education and Training (in accordance with timelines);
- Custodian of all Board and Committee records (and ensure documents are kept confidential);
- Ensure that Board and Committees are trained at least annually on governance duties (including

induction);

- Co-ordinate Board and Committee evaluations on an annual basis;
- Oversight of Corporate Governance administrator deliverables in relation to above outputs
- The incumbent will also be responsible for other key or related tasks that come with the position as designated by the CEO on an ad-hoc basis. Identify financial, technological, reputational or legal risk to the organization;

Competencies:

- **Problem solving**
- Innovation and resourcefulness
- Strong leadership skills
- **Delivery orientated**
- **Attention to detail and accurate output**
- Strong administrative and computer skills
- Good interpersonal skills and
- **Effective communications skills at all levels**
- Assertive
- **Managerial skills**
- **Ability to work independently**
- **Deadline driven**

Knowledge and Skills Required:

- Sound understanding of legal and financial matters
- Understanding/knowledge of relevant South African legislation including, Companies Act, Corporate Law Amendment Act and applicable corporate governance frameworks, (eg. King Report IV)
- Ability to interpret and explain written organisational policies and procedures.

Minimum Requirements:

- Relevant Bachelor's degree in Law/LLB
- Post graduate Diploma or equivalent in Applied Corporate Governance will be an added advantage
- Certification with the Institute of Chartered Secretaries will serve as an advantage
- Experience in implementing strategy, plans, programmes and procedures
- Experience in developing, implementing and delivering significant legal and policy research projects
- Knowledge of relevant legislation (e.g. PFMA and Treasury Regulations), compliance and governance requirements (including King Codes of Good Practice)
- Five (5) years' experience in a corporate secretariat environment.
- Five (5) years regulatory experience at a managerial level

Please note: This is a re-advertisement of the Company Secretary position. Any candidates who have applied on any previous advertisements/CV's sent in response to previous advertisements, will not be considered and need to re-apply/be resent.

Closing date for applications: **16 October 2021 at 16h30**

Please direct all applications (CV's and qualifications included) to: companysecretary@bankseta.org.za

Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETAs Employment Equity Plan

Enquiries (only) to: celesteh@bankseta.org.za (No applications sent to this email address will be considered)

Please regard your application as unsuccessful should you not receive feedback, or if you do not meet the minimum requirements/ have the necessary knowledge and skills required for this position.