

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSGOVADMIN042022
Job Title:	Administrator: Governance
Job Band:	B
Reporting Line:	Company Secretary
Full-time/Part-time/Contract:	12 months contract
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 284 612,78 – R 426 919,16 CTC per annum.

The purpose of the role:

To provide clerical and administrative support to the governance unit.

Main Responsibilities:

Administrative Support

- Coordinate administrative and logistical support prior to and during meetings of the Board and Committees.
- Display documents on Microsoft Teams during meetings of Board and Committees
- Photocopy and print various documents
- Create Purchase Requisitions on SAGE
- Ensure invoices are approved and processed on time via SAGE
- Ensure weekly invoice register submitted to finance
- Compile Board and Committee remuneration schedules
- Provide ad hoc administrative services to the office of the Company Secretary as and when required

Filing services

- Create and maintain filing and other office systems
- Ensure all work performed by governance unit is filed and backed up regularly
- Maintain records of signed minutes and resolution of all decisions by Board and Committees.
- Maintain a record keeping system (process, policy and procedures) relating to activities of Board and Committees.
- Maintain an electronic record keeping of final meeting packs
- Maintain record keeping of attendance registers and declarations of interests
- Maintain filing of approved and signed SETA policies as well as an updated SETA policy register

Co-ordination

- Book meeting rooms and conference facilities
- Assist with the coordination of meetings and external events (i.e. strategy session, hybrid meetings, AGM)
- Assist with the coordination of travel and accommodation arrangements for board and committee members
- Liaise with staff members in other units

Reception relief

- Assist with reception relief as and when required

Competencies:

- Attention to details and accurate output
- Take ownership and responsibility for tasks
- Strong communication skills
- Strong documentation and computer skills
- Ability to work and deliver under pressure
- Willingness to work after normal operating hours
- Integrity
- Presentation skills
- Resilience and drive
- Innovation and resourcefulness
- Delivery/planning and organization orientation
- Good interpersonal skills
- Effective communications skills at all levels

Knowledge and Skills Required:

- Multi-tasking and good communication skills
- Good interpersonal skills
- Computer literate – MS Suite

Minimum Requirements:

- 3 years administrative experience in a governance environment.
- Prior working experience within the SETA environment (advantageous)
- Diploma/advanced certificate in administration/business administration
- Degree in business administration (advantageous)

Closing date for applications: **22 April 2022 at 16h30**

Please direct all applications to Govadmin@bankseta.org.za

Please use the reference number of this advert (BSGOVADMIN042022) when applying.

Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White and coloured males/females are encouraged to apply.