

Job Title:	Company Secretary
Type of Position	Permanent
Reporting to	Chief Executive Officer and Council
Based:	Pretoria, Hillcrest
Reference No:	HRREC008/26
Paterson Grade:	D5

Purpose of the Role:

To provide high-level governance, statutory, and compliance support to the Council and its committees, ensuring that the organisation operates in accordance with applicable legislation, governance frameworks (including PFMA and King IV), and best practice. The Company Secretary is responsible for enabling effective Council functioning through sound administrative, advisory, and regulatory support, while safeguarding organisational governance integrity, transparency, and accountability.

To ensure that the organisation adheres to good corporate governance principles and complies with relevant legislation and regulatory requirements.

Key Responsibilities:

1. Governance support to the Board/Council

- Supports the Board/Council in fulfilling its fiduciary duties
- Ensures the Board/Council operates in line with its mandate, charter, and governance frameworks
- Facilitates effective decision-making at the Board/Council level

2. Compliance oversight

- Ensures compliance with applicable laws, regulations, and governance codes (e.g., PFMA, Companies Act, King IV in South Africa)

- Monitors governance-related risks and regulatory obligations
- Maintains statutory records and filings and working closely with Risk and Compliance

3. Board/Council and committee administration

- Organises Board/Council and committee meetings (HR&RC, ARC, etc.)
- Prepares agendas in consultation with the Chairperson and CEO
- Circulates accurate and timely board packs
- Records minutes and tracks resolutions and action items

4. Governance advisory role

- Advises the Board/Council and Chairperson on governance matters and best practices
- Interprets governance policies and regulatory requirements
- Ensures decisions are properly constituted and legally sound

5. Stakeholder interface (governance level)

- Acts as a bridge between management and the Board/Council on governance matters
- Coordinates communication between Board/Council committees and executives (not operational execution)

Key Competencies:

- **Governance and Board/Council Support Expertise**
Strong understanding of corporate governance principles, Board/Council and committee processes, and governance frameworks such as King IV and PFMA.
- **Legal and Regulatory Compliance Acumen**
Ability to interpret and apply relevant legislation, regulations, and statutory requirements affecting public entities or companies.

- **Strategic Advisory Skills**
Capacity to provide sound governance advice to the Board/Council, Chairperson, and executive management on compliance, risk, and decision-making processes.
- **Minute-taking and Report Writing Excellence**
High-level ability to produce accurate, concise, and professional Board/Council and committee minutes, reports, and governance documentation.
- **Stakeholder Management and Influence**
Ability to engage effectively with Board/Council members, executives, regulators, and external stakeholders while maintaining independence and objectivity.
- **Integrity and Ethical Judgment**
Strong ethical grounding with the ability to uphold confidentiality, manage conflicts of interest, and promote ethical governance practices.
- **Attention to Detail and Accuracy**
High level of precision in managing statutory records, governance documentation, and compliance tracking.
- **Planning and Organisational Skills**
Ability to coordinate Board and committee meetings, manage governance calendars, and ensure timely delivery of governance processes.
- **Communication Skills (Written and Verbal)**
Excellent communication skills with the ability to convey complex governance matters clearly and professionally.

Minimum Requirements:

- A Bachelor's Degree in Law (LLB) or equivalent relevant legal qualification.
- Admission as an Attorney or Advocate will be an added advantage.
- A relevant postgraduate qualification in Corporate Governance, Company Secretarial Practice, or Public Administration will be advantageous.

- Chartered Governance Institute qualification (CGISA/FCG/GradCG) or similar recognised company secretarial certification will be highly advantageous.
- A minimum of 5–8 years' experience in a company secretarial, governance, legal, or Board support role, preferably within a public sector entity, SOE, or regulated environment.
- Demonstrated experience in Board and committee administration, including agenda setting, minute-taking, and tracking of resolutions.
- Proven experience in interpreting and applying governance frameworks, including PFMA, Companies Act, and King IV (or equivalent governance codes).
- Strong understanding of public sector governance, compliance, and accountability frameworks.
- Proficiency in MS Office and governance/Board management systems.

Closing date: 31 May 2026

Please visit www.namc.co.za.

The NAMC reserves the right to withdraw, amend or not fill the position.