

<b>Job Title:</b>	ADMINISTRATIVE SECRETARY
<b>Organisation:</b>	NEMISA
<b>Department:</b>	COMPANY SECRETARY OFFICE
<b>Location:</b>	Gauteng
<b>Salary Range:</b>	Level 4 Notch 1 (R 17 372.00)
<b>Upward Reporting Relationships:</b>	COMPANY SECRETARY
<b>Reference Number:</b>	NEM-24/04/18
<b>Duration</b>	2 months

#### MAIN PURPOSE OF JOB

To provide effective and efficient administrative services to the business unit to support the Company Secretary and Board of Directors

#### JOB OBJECTIVES

- Coordinate the preparation of Board and Board Committee documents
- Ensure that all Board Members are informed of arrangements and logistics within agreed time frames
- Maintain historical records of all Board and Board Committee engagements
- Monitor the Board and Board Committee budgets and ensure the institute remains within agreed limits
- Ensure the disposal of non-active documents and information in an appropriate manner
- Ensure all logistic arrangements with regards to Board and Board Committee meetings are made
- Ensure filing both in paper format and electronic format for the Office of the Company Secretary is up to date
- Maintain a contract register through the Company Secretary
- Ensure information is disseminated accordingly to both internal and external stakeholders

	Essential	Desirable
<b>Education: Formal Qualifications</b> <i>Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.</i>		

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Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello  
 Executive Directors: Ms Mymoena Ismail (CEO); Ms Rofunwa Ligege (Acting CFO)  
 Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



<b>Level of Education:</b>	<ul style="list-style-type: none"> <li>• Diploma in Administration or equivalent</li> <li>• 3+ years' experience in similar role</li> <li>• 2 years' experience within Public Sector</li> </ul>			
		<b>Duration / Time</b>	<b>Essential</b>	<b>Desirable</b>
<b>Job related Work Experience</b>				
<i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.</i>				
Knowledge of Public Finance Management Act and Treasury Regulations King III and King VI Companies Act Corporate Governance practices Board and Board Committee protocols		2 years		✓

		<b>Duration / Time</b>	<b>Essential</b>	<b>Desirable</b>
<b>Job related Knowledge</b>				
<i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i>				
Fully Computer Literate with excellent working knowledge of MS Word and MS Excel		12 Months	✓	
Must be able to use own initiative		12 Months	✓	
Must be able to work in a team		12 Months	✓	
Must be able to work under pressure		12 Months	✓	
Must have good Communication Skills		12 Months	✓	

### Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: [Recruitment@nemisa.co.za](mailto:Recruitment@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 30 April 2018 (10h00am)



*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.*