

Job Title:	COMMITTEE COORDINATOR
Organisation:	NEMISA
Department:	COMPANY SECRETARY OFFICE
Location:	Gauteng
Salary Range:	Level 6 Notch 1 (R 23 005.00)
Upward Reporting Relationships:	COMPANY SECRETARY
Reference Number:	NEM-16/04/18

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
- Prepare and circulate the minutes and agendas of Board and Board Committee meetings within agreed timeframes
- Prepare special resolutions, minutes and notices as required
- Assess availability and compile Board and Board Committee meeting schedules
- Provide accurate and comprehensive minute taking service in Board and Board Committee meetings
- Conduct relevant research in order to arrange logistics and meetings, and assemble data and reports for Board and Board Committee submission
- Collate all required inputs, documents and information from Board members as required
- 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
- Oversee the presentation of documents and packs to the Board to ensure integrity and professionalism
- Ensure the disposal of non-active documents and information in an appropriate manner

	Essential	Desirable
<p>Education: Formal Qualifications</p> <p><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></p>		

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

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



Level of Education:	<ul style="list-style-type: none"> • Diploma in Administration or equivalent • Corporate governance qualification will be an added advantage • 3+ years' experience in similar role • 2 years' experience within Public Sector 			
		Duration / Time	Essential	Desirable
Job related Work Experience				
<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>				
Board and Board Committee protocols Corporate Governance practices		2 years		✓

		Duration / Time	Essential	Desirable
Job related Knowledge				
<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
- 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: 16 May 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.