The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Company Secretary
Salary total package: negotiable
Five Year Contract
Ref.WS01/122018
Centre: Pretoria

Job Summary

The incumbent will report to the Chief Executive Officer as well as the SAWS Board and will assume the role of a Company Secretary and will be having the following responsibilities:

Key Responsibility Areas

- Fulfil all the statutory duties of a Company Secretary as outlined in the Companies Act, 2008, for the South African Weather Services
- Provide general secretarial and administrative support to the South African Weather Services Board as a trusted advisor
- Draft or review key governance documents; in line with applicable legislation and Corporate Governance best practices
- Play a leading role in good governance by assisting the Board and its Committees to function effectively and in accordance with terms of reference and best practice
- Facilitate the induction of new Board/Committee members and ongoing developments
- Oversee the logistical arrangements for the Board/Committees meetings, workshops etc., including the compilation and timeous circulation of meeting Packs
- Assist the Chairperson of the Board and Chairpersons of the Board Committees with all such necessary tasks to ensure the smooth running of Board meetings and effectiveness of the Board

- Attend and record proceedings of the Board/Committee meetings and produce accurate minutes
- Writing of reports and any other documentation as and when required. (repeated three bullets below)
- Preparation of Board resolutions, arranging signatures and communication thereof to relevant stakeholders
- Maintain a harmonious relationship between the Board and Management
- Establish and maintain an efficient filling system
- Prepare and manage the office budget
- Participate in all activities related to the implementation and /or maintenance of the SAWS TQM system as well as risk management.

Minimum Requirements and Attributes

- The ideal candidate must have a Legal (LLB) degree or related
- A CIS qualification will be an added advantage
- Minimum of 10 years' experience as Board Secretary
- Working knowledge and understanding of the requirements of Companies Act, PFMA, SAWS Act King IV and protocol on Corporate Governance in public sector
- Valid Driver's License with own reliable transport is essential

Attributes and Competencies:

- Strong business acumen, ethics and integrity
- Good communications skills (written and verbal) at all levels within the business and with stakeholders
- Excellent computing, secretarial, interpersonal and team working skills and familiarity with electronic document management systems
- Meticulous, accurate and pay attention to detail
- Excellent and proven research and analytical skills,
- Ability to work under pressure and at times extended hours to meet deadlines

Enquiries for the above-mentioned positions must be directed to:

Ms Faith Borotho, at Tel. (012) 367 6095

A comprehensive CV with copies of qualifications should be emailed (with the name of the position and relevant reference number in the subject line) to: **recruitment2@weathersa.co.za**

A SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered.

Closing Date: 21 December 2018

Preference will be given People living with disabilities in line with SAWS EE targets Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT- Ref. WS01/122018