

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environment, Forestry and Fisheries (DEFF) 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:

Assistant Company Secretary

Salary total package: Salary: Negotiable

Centre: Centurion

(Ref.WS06/092023)

Main Purpose of Role

- To assist and support the Company Secretary in ensuring effective statutory and corporate governance, as required by the SAWS Act, PFMA, Companies Act and SOE regulatory framework.
- Ensuring that the Board and its Committees receive the support and advice necessary for them to discharge their duties.

Key Performance Areas:

Board Secretarial Support

- Acts as the first point of contact in all matters relating to Governance and Company Secretarial work.

- Advising the Board/ relevant committees/EXCO with guidance as to their legal obligations, duties, responsibilities, and powers
- Facilitating and organising of shareholder, Board, Board committee and EXCO meetings and providing the requisite administrative duties
- Ensure that filing systems and records within the Secretariat are well managed and archived appropriately Trademarks/Property/Intellectual Property

Company Secretary Support

- Coordinate the submission of all committee packs and quality check them before distribution within the prescribed timelines.
- Keeping abreast of all legislative, regulatory, and corporate governance developments that might affect SAWS and ensure the board committees are fully briefed on such and that they take it into account when making decisions.
- Maintain the Board and Board Committee Charters and Terms of Reference by reviewing these, identifying relevant amendments in line with the PFMA, Companies Act and KING IV Code on Corporate Governance and other good practices, drafting amendments, and preparing and submitting amendments for review and approval as required.
- Compile and distribute explanatory papers to Board and / or Board Subcommittees by receiving information, drafting documentation, distributing, and addressing any queries within the deadline.
- Schedule Board induction workshops for new Board members based on new Board member information.

Records Management

- Maintain an accurate, updated, and secured filing system for the office of the Company Secretary.
- Proper recordkeeping of and filing of signed Board and Committee meetings minutes.
- Maintain and an accurate record of assets/ resources allocated to the Board and the Company Secretariat

Minimum Requirements and Attributes:

- At least 5 years relevant experience (ideally within a complex environment)
- A Legal Degree
- Minute- or report-writing experience in English.
- Understanding of the PFMA, the Companies Act and the SOE regulatory framework.
- Sound knowledge of the fourth King Code of corporate governance and its relevant principles.
- Experience in using the board portal system namely, DOXIT or any other system.
- Chartered Governance Institute of Southern Africa (previously Chartered Secretaries) would be an added advantage.

Enquiries for the above-mentioned positions must be directed to: Ms. Zoleka Makongolo at Tel. (012) 367 6094

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above positions and upload your (Comprehensive CV with Certified Copies of Qualifications).

Closing Date: 15 September 2023

Note: Recruitment Agency applicant submissions will not be considered

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians, and Coloureds (AIC). 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. The South African Weather Service is an equal opportunity employer.



Record Reference	HCM-ADVERT-ACS 2023
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