

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:

Committee Coordinator
Salary: Total package negotiable
Ref.WS02/032022
Centre: Pretoria

Job Summary:

- To assist the Office of the Company Secretary to provide efficient company secretariat services and administrative support to SAWS governance structures primarily the Board and its sub-committees, in line with corporate governance standards and all other applicable legislative and statutory requirements.

Key Performance Areas:

- Assist the Company Secretary with the development of the Annual Meeting Plan/Board and Committee Calendar
- Assist the Company Secretary in ensuring adherence to Work Plans and Annual Calendar of Committee Meetings
- Ensure accurate drafting of the agendas and matters arising out of previous meetings
- Collate and distribute meetings documentation as per the department's standard operating procedures
- Arrange Board Rooms and catering for Board meetings.
- Make the necessary travel arrangement for Board members and ensure that the travel itinerary and/or information is provided.

- Attend the allocated SAWS governance structure's meetings and ensure accurate taking of minutes
- Circulate minutes to the relevant Committee Chairperson and members within the required timelines and ensure that these are signed off
- Resolutions listed accurately within the required timeframe
- Communicate resolutions to the relevant stakeholders
- Ensure that Board members' remuneration, claims and travel costs for attendance of meetings or Board related activities accurately prepared, checked, verified, and submitted to Finance in time as required.
- Provide professional advice to the Company Secretary on corporate governance issues to ensure the legal, statutory, and regulatory obligations are met.
- Maintain the filing and archiving system of statutory and other relevant governance documents
- Provide general administrative support to the Company Secretary

Minimum Requirements and Attributes:

- National Diploma (NQF 6) in Public/Business Administration or Law or Corporate Governance.
- CIS qualification will be an added advantage.
- A minimum of 3 years' experience in a Committee Coordinator or Committee Officer or Company Secretariat Administrator roles at EXCO and/or Board Levels
- Valid drivers' licence.
- Stakeholder engagement and proven track record in ability to engage at EXCO and Board Levels
- Experience in the public sector will be an added advantage
- Knowledge of relevant legislation, regulations, and frameworks such as PFMA, National Treasury Regulations and King 1V

Please Note:

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

All those that applied on the previous advert that closed on the 4th of February may not apply.

Enquiries for the above-mentioned positions must be directed to Ms Sethu Mjiwu, at Tel. (012) 367 6148.

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

Closing Date: 18th March 2022

Preference will be given to candidates who meet the SAWS Employment Equity 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, should accept that their 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-COMMITTEE COORDINATOR2022
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