



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the merSETA:

Company Secretary D5

Salary Level (Min. to Mid): R1 188 753 – R1 472 150 pa
FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office

Purpose

We are seeking a highly motivated and experienced Company Secretary to lead our company secretariat function, ensuring that the highest standards of corporate governance are maintained whilst complying with all relevant corporate, regulatory, and governance requirements.

Responsibilities:

As the Company Secretary, you will be responsible for the following:

- Providing lawful and administrative advice and support to the Accounting Authority to ensure seamless transformation and interpretation between Accounting Authority decisions and merSETA operations.
- Ensuring that the Accounting Authority's decisions and instructions are clearly and timeously communicated, and status against deliverables monitored to measure progress effectively.
- Developing the Governance Framework to plan, direct, and coordinate merSETA's governance activities, ensuring that governance practices are consistent and aligned with applicable legislation and regulations.
- Providing guidance and support to the merSETA's Accounting Authority, its committee(s), and the Executive Management on corporate governance.
- Establishing terms of reference for the Accounting Authority, inclusive of function requirements and levels of authority.



- Developing an annual schedule of Accounting Authority and respective sub-committee meetings and circulating it to members.
- Monitoring the implementation of Accounting Authority resolutions and legal compliance requirements to ensure compliance and keeping the Accounting Authority informed of the status and progress.
- Acting as a liaison between management, the Accounting Authority, and the Shareholder.
- Ensuring that minutes of all meetings, board meetings, and the meetings of any committees of the Accounting Authority are properly recorded in accordance with good corporate governance.
- Overseeing the proper compilation and timely circulation of board packs and assisting the chair of the Accounting Authority and committees with drafting work plans, documentation, and reports.
- Drafting and ensuring implementation of Company Secretariat policies and procedures, reviewing existing policies on an annual basis and recommending changes as appropriate.
- Monitoring all legislative, regulatory, and corporate governance developments that might affect the merSETA's operations and ensuring that the Accounting Authority is fully briefed on these.
- Ensuring stakeholder participation and consultation through the Annual General Meetings.
- Effectively planning, coordinating, managing, and executing *ad hoc* projects.

Qualifications and Skills:

The ideal candidate will possess the following qualifications, experience, knowledge, and skills:

- LLB, Chartered Secretary (CIS), or Admitted Attorney or related qualification.
- 8 years or more experience as a manager in a complex company secretarial environment with direct involvement and interaction at board level.
- Public Sector and management experience in a company secretariat role is essential.
- Extensive Corporate Governance, Compliance, Legislative Framework environment experience.
- Knowledge of legal and regulatory requirements affecting public entities, corporate governance instruments, and guidelines (e.g., KING Reports).
- Understanding of various legislation regulating public entities and SETA's in particular.
- Political and Legislative acumen.
- Oral and Written Communication.
- Planning and organizing.
- Strategic Analysis.
- Rule Orientation.
- Customer Service Orientation.
- Analysis and Problem Solving.
- Teamwork.
- Resilience.

We offer a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.



The MERSETA is an equal opportunity employer; however, **preference will be given to Affirmative Action Candidates and People with Disabilities in line with the EE Plan.** Please submit a detailed CV, application form and motivational letter to: recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

CLOSING DATE: 25 September 2023