



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

WE ARE HIRING

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

We have an excellent opportunity for the following professional to join the Company Secretariat Department.

Company Secretary (D5) - Reference Number: CS/HO/08/6/24
Salary Level (Min. to Mid): R1 188 753 – R1 472 150 per annum
FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office (Parktown, Johannesburg)

Purpose

The incumbent will be responsible for leading the merSETA's company secretariat function, ensuring that the highest standards of corporate governance are maintained whilst complying with all relevant corporate, regulatory, and governance requirements.

Key Accountabilities and Responsibilities

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- 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, Experience, and Knowledge

- A minimum of an LLB or related qualification.
- Certified Chartered Secretary (CIS) qualification, and/or Chartered Governance Professional (CGP) as recognized by the Chartered Governance Institute of Southern Africa (CGISA), and/or an admitted Attorney of the High Court of South Africa.
- Minimum eight (8) years experience in a Managerial role in a Company Secretarial environment with direct involvement and interaction at board level.
- Knowledge of legal and regulatory requirements affecting public entities and SETA's in particular, corporate governance instruments and guidelines (e.g., KING Reports, PFMA, Public Audit Act, and Ethics Institute of South Africa – Ethics SA - Publications).
- Extensive knowledge and experience with legislation such as the Skills Development Act (SDA), Skills Development Levies Act (SDLA), and Companies Act; amongst others.

Essential Skills

- Political and Legislative acumen.
- Oral and Written Communication.
- Planning and organizing.
- Strategic Analysis and Rule Orientation.
- Customer Service Orientation and Resilience.
- Analysis and Problem Solving and Teamwork.

Key Competencies

- Attention to Detail: Ability to meticulously manage and review documents, ensuring accuracy and compliance with regulatory standards.
- Conflict Resolution: Skilled in managing and resolving conflicts between board members and other stakeholders.
- Confidentiality: Demonstrated ability to handle confidential information with the utmost discretion.
- Leadership: Proven leadership skills with the ability to mentor and develop team members.

Offer

The merSETA offers 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.

CLOSING DATE: 21 June 2024

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email: recruitment@merseta.org.za

NOTES

- (1) Be prepared to provide references who can attest to your experience and qualifications.
- (2) Selected candidates will be required to undergo psychometric testing as part of the selection process.
- (3) Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.

LEADERS IN CLOSING THE SKILLS GAP