



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.

### **INTERNAL & EXTERNAL ADVERT**

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

#### **Company Secretary (D5)**

**Reference Number: CS/HO/21/02/25**

**Salary Level (Min. to Mid): R 1,268,399 – R 1,570,784 per annum**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**HEAD OFFICE**

**Purpose:** The Manufacturing, Engineering, and Related Services Sector Education and Training Authority (merSETA) is seeking a highly skilled and motivated Company Secretary to join our dynamic team. The purpose of this role is to ensure the effective governance and compliance of the organization by providing professional secretarial and administrative support to the Accounting Authority and its committees. The incumbent will play a pivotal role in ensuring merSETA adheres to statutory, regulatory, and corporate governance requirements while maintaining the highest standards of integrity and professionalism.

#### **Key Responsibilities**

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

##### **AA and Committee Support**

- Provide legal and administrative advice and support to the Accounting Authority (AA) that will enable seamless transformation and interpretation between AA decisions and SETA operations.
- Ensures that the AA's decisions and instructions are clearly and timeously communicated, and status against deliverables monitored to measure progress effectively.
- Efficient, sound management of board (AA) calendar ensuring sufficient notification to all relevant stakeholders in order to prepare the required documentation, reports, and presentations for timeous AA submissions.
- Ongoing guidance and support to AA & subcommittee members with regards to their duties, responsibilities, and powers.
- Effectively manage all AA meetings logistics.



- Assist the AA and committees with drafting work plans, documentation, and reports.
- Ensure proper induction, orientation, ongoing training, and education of AA members, including assessing the specific training needs of AA members and executive management in their fiduciary and other governance responsibilities.
- Ensure that AA and subcommittees charters and terms of reference are kept up to date.
- Review, authorise, and take overall responsibility for the cost-effective utilization and management of AA and sub-board committee budgets.

### **Compliance and Governance**

- Ensure that the SETA complies with all relevant statutory and regulatory requirements.
- Monitoring all legislative, regulatory, and corporate governance developments and providing support and advice to AA members on insights and knowledge of legislation impacting the SETA landscape, including changes to legislation and their impact on the SETA environment.
- Safeguard application of King IV and other applicable legislation.

### **Policy Development and Implementation**

- Develop 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.

### **Stakeholder Liaison**

- Act as the primary point of contact between the AA, management, and external stakeholders concerning governance matters.
- Facilitate communication and collaboration among stakeholders.

### **Risk Management and Reporting**

- Support the development and implementation of risk management strategies.
- Prepare and present governance-related reports to the AA and other stakeholders.

### **Qualifications, Experience, Knowledge and Skills**

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

- LLB, or Admitted Attorney or related qualification in Governance or Business Administration.
- A professional certification in Corporate Governance or membership with a recognized professional body (e.g., Chartered Institute of Secretaries – CIS or Chartered Governance Institute of Southern Africa - CGISA).
- A minimum of 8 years' experience as a Company Secretary or in a similar governance role.
- Demonstrated experience working with Boards of Directors and senior management.
- Proven track record of ensuring compliance with legislation and corporate governance frameworks.
- Experience in the Public Sector is essential.
- Extensive experience in Corporate Governance, Compliance and Legislative Framework.
- Knowledge of the SETA landscape and its regulatory environment will be an added advantage.
- Knowledge of legal and regulatory requirements affecting public entities, corporate governance instruments, and guidelines (e.g., KING Reports).
- Political and Legislative acumen.
- Excellent organizational and administrative skills.
- Strong written and verbal communication abilities.



- High level of attention to detail and accuracy.
- Ability to work independently and maintain confidentiality.
- Strong interpersonal skills with the ability to build effective relationships at all levels.

### **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 February 2025**

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 and signed 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**

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.