Committee Officer

Status: Fixed-Term Contract (2 Years)
Location: Pretoria
Grade: D2
Reporting Line: Company Secretary

Role Mandate
To assist the Company Secretary with overall governance requirements, EXCO and Board Committees, Subsidiary Boards, management committees, company secretariat, procedures, and compliance standards for SAFCOL.

Key Accountabilities
- Provide support to the Company Secretary in ensuring that all EXCO, Board Committee, Subsidiary Board meetings are managed according to the requirements of the Companies Act and industry norms in relation to the following:
  - Provide company secretarial services to the Board in the absence of the Company Secretary
  - Perform company secretarial, statutory, and administrative functions
  - Maintenance of statutory records, registers, minute books and related documents
  - Administration and facilitation of EXCO, Committee meetings and Subsidiary Board meetings
  - Draft and process resolutions and prepare agendas for Committee meetings
  - Preparation for internal and external audits
  - Compile minutes of EXCO, Board Committees, & Subsidiary Board meetings, and ensure that these are stored in accordance with the document management system
  - Submission of prescribed statutory returns to the Companies and Intellectual Properties Commission (CIPC) and compliance with administrative regulations as required by the Companies Act
  - Manage the electronic information management system
  - Assist with compliance on the Public Finance Management Act, Companies Act and King IV, and other legislative and regulatory requirements
  - Formulate annual training and development plans for EXCO, Board Committees and Subsidiary Boards
  - Advise Management, Board Committees and Subsidiary Boards on sound corporate governance practice
  - Formulate and implement governance processes and procedures for the proper functioning of EXCO and Board Committees, and Subsidiary Boards
  - Ensure compliance to Corporate Governance and Companies Act regulation by providing support to the Company Secretary
  - Review the Charters of Subsidiary Boards, EXCO and Committee Terms of Reference (ToR) annually
  - Develop and monitor annual work plans for EXCO, Board Committees and Subsidiary Board
  - Ensure inputs are made on Governance matters for the quarterly SAFCOL performance reports
  - Assist the Company Secretary by contributing to the Strategic Risk Register
  - Provide input in the development of the Departmental Operational Risk Register
  - Ensure that corporate governance best practices are implemented throughout SAFCOL
- Communicate with supervisors and peers - providing information to supervisors and co-workers by telephone, in written form, e-mail, or in person
- Establish and maintain interpersonal relationships - developing constructive and co-operative working relationships with others, and maintaining them over time
- Provide input in the development of the annual corporate calendar for the years' meetings
- Assist with the management of the scheduling and re-scheduling of meetings where changes on the calendar are required
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork
- Obtain information - observing, receiving, and otherwise obtaining information from all relevant sources
- Arrange training courses for directors and assist to coordinate the induction of newly appointed directors
- Ensure that EXCO, Board Committee and Subsidiary Boards' decisions and instructions are clearly communicated to the relevant persons, that decisions/instructions are followed up, and that progress is appropriately communicated
- Schedule meetings and provide all necessary secretarial and administrative support for the sitting of all ordinary and special EXCO, Board Committee meetings and Subsidiary Board meetings
- Prepare and timeously deliver EXCO, Board Committee and Subsidiary Board packs to members and ensure that meeting packs comply with requirements
- Assist in the facilitation of AGM preparations with the shareholder

Requirements:
- B. Com Law / B.A Law / LLB / Chartered Secretaries Southern Africa (CIS)
- Professional Membership of Charted Governance Institute of Southern Africa (CGISA) – will be an added advantage
- Master of Laws (LLM) – will be an added advantage
- A minimum of 5 years' experience as a Committee Officer / Secretary or Assistant Company Secretary
- In-depth knowledge of Companies Act, PFMA, King IV, Governance processes & practices
- State Owned Entity/Company experience – will be an added advantage
- Valid driver's license

Leadership Competencies
- Driving Change
- Operational Delivery
- Self-Awareness

Behavioural Competencies
- Attention to Detail
- Planning and Organising
- Influencing & Communication
- Stakeholder Management
- Integrity
- Problem Analysis & Solving

Technical Competencies
- Company Law
- Corporate Governance
- Reporting

SAFCOL Group is an equal opportunity company with the focus on gender equality and people with disabilities.
Employment Equity will be taken into consideration in terms of all appointments within SAFCOL

By submitting your CV to SAFCOL, you hereby give permission to circulate your information to the interview panel members for this vacancy only.
Your information will not be used for any other role/purpose and will be disregarded after an offer has been made.

Interested qualified individuals can e-mail a concise CV with relevant copies of qualifications in confidence to:
Ms. Sandra van der Walt, Human Capital Practitioner, sandrarecruitment@safcol.co.za, contact number 082 079 1092

Closing Date: 26 March 2026
Should you not have received a response within 30 days of the closing date, please consider your application unsuccessful