

JOB TITLE : COMMITTEE SECRETARY X2
REPORTS TO : ASSISTANT COMPANY SECRETARY
BUSINESS UNIT : COMPANY SECRETARIAT
LOCATION : HEAD OFFICE: PRETORIA
POSITION STATUS : FIXED TERM CONTRACT – 8 MONTHS
POSITION GRADE : C1

Purpose of the Job

The Committee Secretary serves as the principal administrative and governance support officer for the committee. The primary purpose of the role is to ensure that the committee functions efficiently, transparently, and in accordance with applicable legal, regulatory, and governance frameworks. This includes facilitating the effective operation of meetings through accurate agenda setting, minute-taking, coordination of submissions, and ensuring that the committee's decisions and actions are properly recorded, tracked, and implemented. The Committee Secretary acts as a vital liaison between the committee, management, and relevant stakeholders, ensuring compliance with statutory obligations, internal policies, and best governance practices.

Job Responsibilities

- Meeting Coordination: Organizing and coordinating committee meetings, ensuring all logistics are covered (e.g., venue, technology, and attendance).
- Agenda Preparation: Preparing agendas in collaboration with committee chairs and ensuring all necessary documents are distributed in advance.
- Minute-Taking and Documentation: Accurately recording minutes and ensuring that decisions and actions are properly documented.
- Compliance and Legal Support: Ensuring that meetings and decisions comply with relevant legislation, including the Companies Act.
- Liaison and Communication: Acting as the main point of contact for committee members and stakeholders, facilitating communication and information flow.
- Draft high-level correspondence for stakeholders, government entities,
- Maintain professional relationships with stakeholders
- Follow-Up: Tracking action items from meetings and ensuring timely completion.

Qualifications and Experience

- Chartered Governance Institute of Southern Africa (CGISA) Governance Practitioner Qualification (NQF 7), Bachelor's degree in Business Administration, Law, Public Administration, or a related field.
- Candidates progressing toward CGISA board-level qualification will have an added advantage.
- A minimum of 2 to 3 years of experience in a similar role, preferably within a corporate or governance environment. Optional but advantageous experience in secretarial support in a governance or corporate environment

Skills and Attributes

- Excellent communication (verbal and written)
- Organised with attention to detail
- Able to multitask and work independently
- Discreet, professional, and team-oriented
- Ability to handle highly confidential information
- Flexible and adaptable to changing priorities
- Willingness to learn and adapt in a fast-paced corporate environment

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za. Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

27 June 2025

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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