

POSITION NUMBER : 60049159
JOB TITLE AND LEVEL : COMPANY SECRETARY
REPORTS TO : BOARD OF POSTBANK / CHIEF EXECUTIVE OFFICER
LOCATION : HEAD OFFICE - PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

To provide company secretarial services, ensuring that Postbank adheres to and complies with all applicable legislation, corporate governance regulations and guidelines. Provide guidance to the Board of Directors and Executives regarding their duties, responsibilities, business ethics and corporate governance issues. Supports and advise the Executive Committee and the Board members on any changes to regulations and implications thereof. The successful incumbent will be responsible for strategic alignment, legal compliance, governance oversight, and effective people management.

Job Responsibilities

Strategic Alignment

- Support the Board in setting the strategic direction by providing relevant information and ensuring a set timeline for strategic setting and review in line with applicable legislation.
- Facilitate communication of strategy to relevant stakeholders and regulators
- Advise the Board on applicable laws and regulations applicable to the strategic direction of Postbank.

Corporate Governance

- Develop, implement, and maintain effective corporate governance policies and procedures in accordance with applicable legislation and best practices (including the Companies Act, Banks Act, PFMA, and King IV). Ensure Compliance with the Memorandum of Incorporation (MOI)
- Facilitate annual Board and Committee evaluations and oversee implementation of improvement actions.
- Monitor and report on governance trends and emerging risks to ensure the Board remains forward-looking and informed.
- Contribute to the alignment of the corporate governance framework with the Bank's strategy, transformation agenda, and risk appetite.
- Ensure that Board decisions are informed by a sound understanding of governance, compliance, and reputational risk.

Board Support and Administration

- Prepare the Annual Calendar for Board and Committee meetings.
- Coordinate and Organise Board and Committee meetings, including preparing agendas, minutes and board packs.
- Serve as a liaison between board members and management, facilitating communication and ensuring timely dissemination of information.
- Coordinate the Board induction and training of board members on their duties and responsibilities.
- Ensure secure and efficient management of board information using appropriate digital platforms and governance systems.
- Support the Chairperson and Committee Chairs in ensuring effective meeting conduct and decision tracking.

Regulatory Compliance

- Keep the board abreast of the changes in laws and regulations affecting Postbank and ensure compliance thereto.
- Prepare and file statutory returns and disclosures required by the Companies Intellectual and Property Commission (CIPC).
- Provide Board of Directors and Executive Committee with guidance on duties, responsibilities and powers.
- Ensure compliance with the regulatory requirements of the Prudential Authority, Financial Sector Conduct Authority (FSCA), and South African Reserve Bank (SARB).
- Coordinate internal governance audits and respond to regulatory reviews or findings.

Shareholder Relations

- Manage communication with the shareholder, including responding to inquiries and facilitating the dissemination of information.
- Coordinate the organization of annual general meetings (AGMs) and other shareholder meetings, ensuring compliance with legal requirements.
- Support the Chairperson and CEO in maintaining transparent, professional, and proactive relationships with the shareholder representative (e.g., the Minister or designated authority).
- Oversee disclosures and governance statements in public and shareholder reporting to ensure credibility and compliance.

Record Keeping and Documentation

- Maintain accurate and up to date statutory records, including registers for shareholders, directors and beneficial owners.
- Ensure accurate documentation of Board decisions and resolutions.
- Oversee document retention policies and ensure information governance in line with POPIA and the bank's data management policies.
- Safeguard the integrity and confidentiality of governance records and sensitive information.

Financial

- Manage the departmental budget, ensuring expenditure within approved budgets.
- Ensure cost-effective delivery of secretariat services while maintaining governance and quality standards..

People Management

- Manage performance of the Secretariat unit ensuring agreement of annual goals, measuring performance against agreed goals and ensuring the implementation of Postbank policies for non-performance.
- Talent management, including career development and paths for own team.
- Ensure that staff receive adequate and relevant training.
- Ensure that the working environment contributes to improving staff morale and increasing productivity.
- Alignment to the bank's transformation (EE) objectives through departmental processes.
- Promote the applicable continuous professional development and certification of the Secretariat team equivalenting compliance with the applicable governance bodies.

General

- Provide input in the development of the annual report to ensure that:
 - ✓ Statutory deadlines are met.
 - ✓ Statutory and regulatory disclosures are validated, particularly in relation to statements given on corporate governance standards and practices in Postbank.

- Ensure efficient management of function/resources in accordance with the stipulations of the Public Finance Management Act, fraud prevention and risk management principles, corporate governance, legislation, agreements, company policies, practices, procedures, regulations, etc.
- Ensure that Company Letterheads are updated with the latest information of the Directors.
- Prepare periodic governance and compliance reports for submission to the Audit and Risk Committees and the Board.
- Serve as a custodian of ethical leadership and good corporate citizenship within the Bank.

Qualifications, Knowledge and Experience

Qualifications and Experience:

- Bachelor's degree in law, Commerce, or equivalent (LLB preferred).
- Chartered Secretary or equivalent professional qualification (e.g., CIS Diploma, CSSA).
- Postgraduate qualification in governance, company secretarial studies, or equivalent will be ideal.
- Membership in Institute of Directors South Africa (IODSA) or Chartered Governance Institute of Southern Africa will be ideal
- Minimum 8-10 years' experience at company secretary level, of which 5 years in executive or senior management role within a financial institution or regulated environment.
- Experience in state-owned entities or regulated banking environments will be advantageous.
- Exposure to shareholder relations and board evaluation processes will be advantageous.

Knowledge and understanding of:

- Strong knowledge of corporate governance, regulatory compliance, and company secretarial best practices.
- Ability to provide strategic guidance to the Board and executive management on governance, ethics, and risk management.
- High-level interpersonal, communication, and stakeholder management skills, including liaison with regulators and shareholders.
- Strong leadership, people management, and team development capabilities.
- Ability to work under pressure, manage multiple priorities, and maintain confidentiality and integrity at all times.
- Strategic thinking and analytical skills, with attention to detail and due diligence in decision-making.
- Commitment to ethical leadership, good corporate citizenship, and alignment with the organisation's mandate and transformation objectives.
- In-depth knowledge of Companies Act, Banks Act, Postbank Act, PFMA/National Treasury Regulations, and King IV corporate governance principles.

Skills and attributes

- Ability to interact and influence at Executive management and Board levels. Excellent interpersonal and communication skills. Ability to think strategically. Excellent report writing skills. Good problem solving and analytical skills. Good people management skills. Good interpersonal and presentation skills
- Lateral thinker. High attention to detail. Ability to work under pressure. Honesty and Integrity. High level of confidentiality. Resilient. Due diligence. Persuasive and influential.

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

12 December 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.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

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.