

**BOARD SECRETARY**

**JOB SPECIFICATION**

**Salary: R348 000- R465 000 total cost to company**

**BS 004**

Reports to:	CEO	Location:	Houghton, Johannesburg
Work Stream:	Support		

**Job outline**

The purpose of this position is to provide the Board and all its committees with legal and governance advice and to provide secretarial services to the Board – minutes-taking and reporting, compilation and distribution of documents, important document filing and management of documents on SharePoint and necessary archiving and storing for referencing and legal compliance.

Requirements:	Skills and knowledge:	Attributes:	Key performance areas:
<ul style="list-style-type: none"> <li>National Diploma in Administration</li> <li>Bachelors Degree (preference)</li> </ul>	<ul style="list-style-type: none"> <li>10 years secretarial experience at an executive level</li> <li>Working with senior and influential thought leaders and decision makers</li> <li>Relevant legislation (PFMA, Treasury Regulations (or Companies Act)</li> <li>Corporate Governance (Protocol on Corporate Governance in the Public Sector, King II and III, governance best practice)</li> <li>Roles of key corporate leadership positions, e.g. Board Chair, CEO</li> <li>Government structures and hierarchies - Ministers, DGs,</li> </ul>	<ul style="list-style-type: none"> <li>Multi-tasking – balancing varied needs and requests</li> <li>Attention to detail / Accuracy</li> <li>Follow through</li> <li>Networking</li> <li>Service oriented</li> <li>Ability to use judgment /discernment</li> <li>Organisational awareness</li> </ul>	<ul style="list-style-type: none"> <li>Providing secretariat support to the Board</li> <li>Providing secretariat to the board Committees ( Exco, Audit HR/Rem, Provincial and Marketing Committees</li> <li>Registering the Trustees with the High Court</li> <li>Government Liaison: GCIS and Parliament</li> <li>General Administration</li> </ul>

	<ul style="list-style-type: none"> <li>etc</li> <li>• General knowledge of broader political, economic and social environment</li> <li>• Advanced MS Office (Word, Excel, PowerPoint, Internet search, Email, Contacts Databases); CRM software experience and SharePoint document management advantageous</li> <li>• Minute-taking</li> <li>• Presentation</li> <li>• Report Writing</li> <li>• Organising / Logistics (of meetings etc)</li> <li>• Corporate Governance</li> <li>• Planning</li> <li>• Verbal communication</li> <li>• Written communication Protocol / Diplomacy</li> <li>• Knowledge management</li> </ul>		
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**IMC is committed to ensuring and maintaining workplace diversity and the attainment of employment equity, having due regard to qualifications and appropriate experience. Interested persons should forward a detailed CV, application letter and copies of qualifications to [careers@rm.amcomms.co.za](mailto:careers@rm.amcomms.co.za). Please note that applications without the minimum requirements as stated in this advert will be rejected. If you have not heard from us in 30 days, please consider your application unsuccessful.**

**The closing date for applications: 14 March 2011**