

**INTERNATIONAL MARKETING COUNCIL OF SOUTH AFRICA
JOB SPECIFICATION**

Assistant Board Secretary

Ref no: ABS 005

| | | | |
|--------------|-----------------|-------------|------------------------|
| Reports to: | Board Secretary | Location: | Houghton, Johannesburg |
| Work Stream: | Board | Start Date: | Immediately |

Job Outline:

The aim of this position is to provide administrative support to the Board Secretary in the compilation and distribution of documents including minutes for Board packs; filing, indexing and up-to-date maintenance of all Board documents on SharePoint; administration of legal documentation in terms of the Trust and on instruction of the Board Secretary and as directed by the Board, including all necessary archiving and referencing of compliance documents. Assist with general administration on Board activities and provide assistance in the organising of Board meetings, events and associated activities as instructed by the Board Secretary.

| Requirements: | Skills and knowledge: | Attributes: | Key performance areas: |
|--|--|---|--|
| <ul style="list-style-type: none"> Grade 12 (minimum) National Diploma in Administration (preference). Board Secretarial courses (with regard to the legal, commercial, government/business environment) or corporate governance courses (an advantage) | <ul style="list-style-type: none"> Basic understanding of relevant government legislation (PFMA, Treasury Regulations (or Companies Act)) Basic Corporate Governance knowledge (Protocol on Corporate Governance in the Public Sector, King II and III, governance best practice) Knowledge of the roles of key corporate leadership positions, e.g. Board Chair, CEO Knowledge of government structures and hierarchies - | <ul style="list-style-type: none"> Multi-tasking – balancing varied needs and requests Attention to detail / Accuracy Follow through Service oriented Ability to use judgement /discernment Organisational awareness Organised Professional | <ul style="list-style-type: none"> Provide administrative support to the Board Secretary Assist the Board Secretary in providing administrative services to the Board Committees (Exco, HR/Rem, Provincial and Marketing Committees) Assist in the logistics of registering the Trustees with the High Court Assist in proving required and requested information to GCIS General Administration |

| | | | |
|--|---|--|--|
| | <p>Ministers, DGs, etc</p> <ul style="list-style-type: none"> • General knowledge of broader political, economic and social environment • Advanced MS Office (Word, Excel, PowerPoint, Internet search, Email, Contacts Databases); CRM software experience and SharePoint document management advantageous • Efficient organising and planning skills • Excellent time management • Competent ability in knowledge management • Excellent problem-solving skills • Excellent verbal communication • Corporate Governance application • Protocol / Diplomacy etiquette | | |
|--|---|--|--|

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. 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