



| INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: BOARD SECRETARIAT | | |
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| 18 February 2025 | | |
| REFERENCE NUMBER | POSITION: PERMANENT | NUMBER OF VACANCIES AVAILABLE |
| BS: 06/2025 | ADMINISTRATOR: BOARD SECRETARY ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R291 540.00 – R384 416.00 | 1 |

MICT SETA seeks to employ a suitably qualified and competent **Administrator: Board Secretary**, to provide administrative support to the Board Secretary Office to ensure the effective and efficient running of the unit and to assist in providing key support to the MICT in the execution of the overall strategy.

The role will be based at Midrand Head office and will report to the **Board Secretary**.

MINIMUM/ COMPULSORY REQUIREMENTS:

- Matric/Grade 12
- NQF Level 6 Qualification in Legal Secretariat /Public Administration or equivalent
- Minimum three (3) years' secretariat experience
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and accounting principles
- Advanced Excel and PowerPoint Skills
- Flexibility in working long hours will be required to meet demands of the role
- May be required to work long hours due to operational requirements
- Valid driver's License

ADDED ADVANTAGE

- LLB/ NQF Level Qualification in BCom Law, CIS/ Public Administration
- Experience in working within the Company Secretariat department
- Ability to prepare compelling presentations that effectively communicates information ideas

ROLES AND RESPONSIBILITIES

Secretariat Coordination

- Provide effective administrative support to ensure smooth running of the department.
- Coordinate interaction between the department and other departments, management, employees, and other stakeholders.
- Coordinating office activities and operations to secure efficiency and compliance to MICT policies.
- Keep stock of office supplies and place orders when necessary.
- Process travel related documents for the Board and its Committees and the BSO
- Develop and maintain a filing system and maintain departmental records in line with approved policies.
- Maintain a professional image and climate in the department.
- Keep information confidential.
- Ensure compliance with health & safety regulations and policies.
- Plan and manage the annual programmes and venues/ logistics for all meetings.
- Prepare Annual Attendance of Board and Committee meetings in preparation for the Annual Report.

Secretariat Support

- In consultation with the Assistant Board Secretary, create the Annual Governance Calendar.
- Ensure secretarial work including drafting ghost minutes, managing BSO diary appointments and arranging meetings.
- Receive and send correspondence on behalf of the Office.
- Proactively coordinate the pre-planning of trips, including arranging appropriate travel and accommodations, agendas, necessary contacts, itineraries, visas, and other necessary preparations.
- ensure that all documents received are formatted to professional standard.
- Administer, coordinate and attend to the activities related to various committees.
- Maintain and distribute meeting materials in line with Standard Operating Procedures.
- Coordinate and organise meetings logistics including booking meeting rooms, arranging for equipment and refreshments, organising facilities for those with special needs, etc.
- Oversee logistics and preparation of materials for meetings.
- Follow up on departmental meeting outcomes, (e.g. resolutions, deliverables, and actions)
- Create and upload meeting packs when required
- Provide extracts from minutes of meetings for upon request.
- In consultation with the Board Secretary, coordinate and facilitate Board and Committee Members training requirements.

Corporate Governance, Risk and Compliance

- Ensure that the department adheres to all organizational deadlines.
- Assist with the submission of mandatory reports and information.
- Prepare documents by collecting information required by auditors.
- Track commitments, report deadlines and manage follow-ups.
- Process all documentation according to MICT policies and procedures as well as document control principals, within specified set time frames to ensure compliance.

- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- Maintain quality risk management standards in line with relevant requirements.
- Maintain all related Service Level Agreements to minimise business risk and ensure business continuity.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

Client Relations

- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customers to ensure solution meets request.
- Receive clients, stakeholders, and guests on behalf of the department.
- Obtain and serve refreshments as required.
- Arrange functions on behalf of the department

Financial Administration

- Prepare and submit Board members payment for processing to Finance within set deadlines.
- Support budgeting and bookkeeping procedures
- check and verify Committee members' remuneration, all their claims and travel costs for attendance of meetings.
- Ensure that expenses are within budget (committees).
- Ensure Supply Chain management process are followed when making the necessary meeting logistics (venue bookings, catering, conferences, travel arrangements, including flights, accommodation, hire cars, etc. for the department.
- Assist in the compilation, coordination and verification of relevant invoices and supporting documents for the business unit for submission to the Finance business unit.
- Assist in reduction of wasteful expenditure by ensuring that all applicable policies are adhered to.

Document Management and Record Keeping

- Ensure all BSO documents (approved submissions, Policies, ToR, etc) are filed for record purposes.
- Maintain an updated electronic and hard copy filing system.
- Extract meeting packs from Convene for backup.

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

BEHAVIOURAL COMPETENCIES

- Problem analysis and problem-solving
- Ethical
- Attention to detail and accuracy
- Adaptability
- Confidentiality
- Initiative
- Stress tolerance
- Interpersonal Relations
- Ability to work independently.
- Committed
- Team Player

FUNCTIONAL COMPETENCIES

- Corporate Governance
- Administration and organisational skills
- Verbal and written communication
- Data collection and ordering
- Time management
- Financial Administration
- Report Writing
- Minute taking
- Diary Management
- File and information management

Application:

Please click the link to apply <https://forms.office.com/r/bPYTW3x4k9> by no later than **22 February 2025**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)