



## JOB TITLE: GROUP COMPANY SECRETARY

Closing Date: 15 May 2025

Duration: **Permanent**  
 Location: **Pretoria**  
 Division: **Office of the Chief Executive Officer**  
 Submit Applications to: [CoSec@sedfa.org.za](mailto:CoSec@sedfa.org.za)

OVERVIEW	<p>Small Enterprise Development and Finance Agency Ltd (<b>Sedfa</b>), a development finance institution responsible for the provision of financial and non-financial support to Micro, Small, and Medium Enterprises (MSMEs) invites qualified candidates to apply for the <b>Group Company Secretary</b> position.</p> <p>The institution is a merged entity between the Small Enterprise Finance Agency (sefa), Small Enterprise Development Agency (Seda), and Co-Operative Banks Development Agency (CBDA). The entity is listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority.</p>
NO. OF INCUMBENTS	1
MAIN PURPOSE OF THE JOB	The successful candidate will ensure effective corporate governance, regulatory compliance, and board administration within <b>Sedfa</b> . The role provides expert advisory services and support to the Board and Executive Management while ensuring compliance with King IV, the Companies Act, and relevant statutory requirements.
REMUNERATION	Negotiable
REPORTING TO	Reporting to the Chairperson of the Board (dotted line to the CEO).
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Provide effective and accurate advice on corporate compliance and governance.</li> <li>• Facilitate the induction of Board as well as co-ordinate the Board annual plans.</li> <li>• Facilitate ongoing Board development with relevant institutions.</li> <li>• Develop and circulate a schedule of all <b>Sedfa</b> Board meetings, committees, and sub committees.</li> <li>• Ensure that annual Board performance assessments and evaluations are conducted.</li> <li>• Develop the Agendas of all Board and committee meetings in consultation with the Chairperson of the Board.</li> <li>• Provide a central source of governance guidance and advice to the Board and EXCO, within <b>Sedfa's</b> corporate governance prescripts.</li> <li>• Set up a comprehensive governance framework to regulate compliance with primary legislation impacting the statutory obligations of <b>Sedfa</b>, such as the PFMA, NCA, King IV Companies Act, etc.</li> <li>• Develop and implement appropriate policies and procedures to monitor compliance with primary legislation impacting the statutory obligations of <b>Sedfa</b>.</li> <li>• Produce reports in accordance with policies, procedures, and legislation.</li> <li>• Produce Board minutes and reports within the allocated time limit.</li> <li>• Identify governance risks and recommend mitigation strategies to the Board.</li> <li>• Manage the Division's resources (people, finance, and assets).</li> </ul>
REQUIRED MINIMUM QUALIFICATION	<ul style="list-style-type: none"> <li>• NQF Level 7 in Law or any other relevant qualification or Chartered Institute of Secretaries &amp; Administrators (CIS) qualification.</li> <li>• Chartered Governance Professional (CGP) is strongly preferred.</li> <li>• NQF Level 8 in Law or any other relevant qualification will be an added advantage.</li> </ul>



<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 8+ years' experience in corporate governance, board administration, and regulatory compliance, with at least 5 years operating at senior level role.</li> <li>• Legal knowledge and experience as well as experience in the financial sector will be an added advantage.</li> </ul> <p><b>Able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Understanding of Corporate Governance and King IV.</li> <li>• Understanding the DFI environment.</li> <li>• Understanding of financial services-related legislation.</li> <li>• Understanding of inter-governmental / departmental relations.</li> <li>• Understanding of the strategic delivery requirements of <b>Sedfa</b>.</li> <li>• Networking &amp; Stakeholder engagement.</li> <li>• Excellent presentation and communication skills.</li> <li>• Experience in managing cross-functional teams and projects.</li> <li>• High ethical standards and integrity in decision-making.</li> <li>• Ability to navigate conflicts of interest and promote ethical practices.</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<p><b>Advanced level of competencies required:</b></p> <ul style="list-style-type: none"> <li>• Stakeholder Engagement</li> <li>• Operational Efficiency</li> <li>• Ethics &amp; Integrity</li> <li>• Change Management</li> <li>• Innovation &amp; Problem Solving</li> <li>• Analytical Skills</li> <li>• Strategic Partnerships &amp; Networking</li> <li>• Social and Environmental Risk Management</li> <li>• Performance Management &amp; Accountability</li> <li>• Communication Skills</li> <li>• Technology and Digital Transformation</li> <li>• Decision-Making</li> <li>• Adaptability</li> <li>• Collaboration</li> </ul>

**NB: Sedfa** is committed to the pursuit of diversity and redress. The organisation intends to promote equity and representativity in terms of race, gender, and people living with disability. Previously disadvantaged Individuals are encouraged to APPLY.

- The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal, and any other checks as may be necessary).
- Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only.
- Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
- All shortlisted candidates for Executive Management posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment, and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, and reference checks.
- Shortlisted candidates will be subjected to a pre-employment screening and security vetting to determine the suitability of a person for employment.
- Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful.
- Please note that by applying for this position, you permit **Sedfa** to process your personal information in compliance with POPI ACT.

**APPLICATIONS: Candidates must submit the applications to: [CoSec@sedfa.org.za](mailto:CoSec@sedfa.org.za)**

Please quote the position in the subject line (email) when applying.

**Email for enquiries: [executive-inquiries@sedfa.org.za](mailto:executive-inquiries@sedfa.org.za)**

**NB:** Applications received after the closing date will not be considered.