



"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"

TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)

BOARD SECRETARIAT
(All inclusive salary package) (Ref. TEDA061/2018)

Competencies and Qualifications: A Degree or Advanced Diploma in Legal, Communication or Editing. Five (5) to six (6) years' experience as a Board Secretary, Committee Clerk or related function. Knowledge of Business Management, Corporate Governance and Communications, Secretariat and Administrative support, Statutory Requirements, PFMA and Corporate Governance. Exceptional skills in Business Awareness, Innovation, Strategic Thinking, Commercial Focus, Project Literacy, Scope & Resource Clarification, Resource Integration, Systemic Thinking, Risk Management, Compliance Management, Monitoring and Evaluation, Information Seeking, Information Extraction and Application, Conceptual Thinking, Knowledge Sharing, Stakeholder Focus and Analytical Thinking. A valid driver's licence.

Key Responsibilities: Report to the Company Secretary and be responsible for preparing and issuing notices of meetings. Preparing the agenda and supporting documentation for meetings. Preparing the minutes and action lists of Board Committees. Preparing the minutes and action lists of the Executive Committee (EXCO). Assisting the Company Secretary with information in facilitating the induction of the newly appointed Directors. Assisting the Company Secretary with populating documents for best governance practices e.g. compliance with Municipal Finance Management Act (MFMA) and other statutory requirements for reporting purposes. Providing comprehensive ad-hoc support to the Executive and the Board and its sub-committees. Coordinating assessments of Board Members competency levels in relation to their contribution to TEDA where necessary. Providing any other support as required by the Company Secretary on a day-to-day basis.

Closing date: 04 January 2019 @ 12h00.

Applications can be submitted to teda.jobs@tshwane.gov.za

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.