



**ADVERT**

**ASSISTANT COMPANY SECRETARY**

**Ref No. RTMC/OCEO/ACS/2025**

**Market related salary**

**Position: Assistant Company Secretary**

**Unit: Office of the Company Secretary**

**Location: Centurion**

**Job Purpose: The Assistant Company Secretary is responsible for ensuring the smooth running of Board activities, coordinating Board and its Committee as well as Shareholders Committee meetings. The incumbent will assist in ensuring the effectiveness of the Company Secretariat.**

**KEY JOB RESPONSIBILITIES:**

- Develop a Board and Committee Calendar of meetings aligned to all compliance imperatives.
- Efficiently arrange all Board, its Committees as well as Shareholders Committee meetings.
- Prepare Board, its Committees and Shareholders Committee electronic packs for distribution prior to the scheduled meetings in line with set timelines.
- Prepare minutes of Board, its Committees and Shareholders Committee meetings as well as in line with the set timelines.
- Ensure that minutes and agendas are distributed to recipients within the set timelines.
- Ensure sign-off of all minutes of the Board and Board Committees upon approval.
- Assist in preparation of Committee reports for the Chairpersons of Committees.
- Circulate meeting resolutions and action items and follow-up on completion of action items.
- Promote open communication to the Company Secretary team to ensure problems are addressed timeously and effectively.
- Keep abreast of knowledge of the latest development impacting corporate secretariat functional requirements and operations and advise accordingly

- Assist with the management of corporate governance issues and produce governance reports as and when required.
- Assist the Company Secretary in reviewing the Board Charter, Committees Terms of Reference and Annual Work Plans.
- Assist the Company Secretary in conducting Board/ Committee self-evaluation, induction and identify developmental programmes for the Board members
- Advise members on corporate governance imperatives and compliance requirements.
- Ensure that Members are constantly updated with relevant corporate governance prescripts
- Input into the Governance section of the Annual Report.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Matric (NQF level 4)
- Bachelor's Degree (NQF Level 7) in LLB / BCom (Law) as essential.
- Chartered Governance Institute of Secretaries Qualification will be an added advantage.
- Four (4) to five (5) years of proven experience in Company Secretariat environment / Board Committees with sound knowledge and understanding of corporate governance, legislation applicable to public entities.
- Extensive experience in minute taking is essential.

#### **KEY ATTRIBUTES AND COMPETENCIES:**

- Accountability and ethical conduct.
- Quality oriented and Innovative.
- Professionalism and positive attitude.
- Strong communication and administration skills.

#### **HOW TO APPLY:**

- Submit a Curriculum Vitae.
- Applications must be forwarded via email to: **OCEOrecruitment@rtmc.co.za**
- Candidates are requested to indicate the reference number for the position they are applying for in the email.
- The closing date is **06 October 2025 at 16:30**. No late applications will be accepted.

**NB: Persons with disabilities are encouraged to apply.**

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425.



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