

**Are you a quality driven individual?  
Do you have a passion for perfection?**

**If you answered Yes to these questions, you could be just the individual we are looking for.**

**BOARD/COMPANY SECRETARY**

**Salary Range R 634,703.55 to R 789,654.65 per annum (all inclusive)**

**Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

**The Position**

The Board Secretary serves as the liaison between the Board of Directors, the Authority, its advisory bodies and the public, ensuring that all matters are handled effectively.

**Minimum Qualifications, knowledge and Experience**

- CIS or CSSA Certificate
- Registration as a Chartered Secretary with CGISA
- Law degree or corporate law diploma will be an added advantage
- Minimum of 5 years post qualification experience as a Company Secretary or Governance, Risk and Compliance Advisor to public sector boards
- Demonstrated ability in accurate drafting and minute taking skills and capabilities, record keeping and document control
- Extensive knowledge and understanding of legislative requirements including Corporate Governance principles, King IV, Companies Act and Regulations, PFMA, PAIA, Prevention and Combating of Fraud and Corrupt Activities Act and POPIA
- Knowledge and application of project management

**Responsibilities:**

- To develop and implement Company Secretariat Framework which guides the preparation for, managing, recording of meetings and safekeeping of minutes and resolutions of the Board
- To monitor compliance by adhering to all applicable laws and regulations and Board decisions and/or resolutions.
- To develop and implement Corporate Governance Framework to ensure compliance with Shareholder Compact, Measurement Units and Measurement Standards Act 18 of 2006 (NMISA Act); PFMA, King IV, Companies Act, related public sector protocols, codes and directives, and other corporate governance practices
- Provide administrative support to the Board on a variety of matters and activities required by the Board

- Develop and Implement the Annual Board Work Plan and Calendar in liaison with the Board and CEO, which is aligned to the reporting periods in PFMA, Shareholder Compact and Frameworks, and NMISA Act Calendar
- Liaise with directors, executive management, regulatory officials, and other relevant key stakeholders on behalf of the board as required
- Administration of proper induction, orientation, ongoing training of board members, including the assessing the specific training needs of board members and executive management in their fiduciary and other governance responsibilities.
- Additional services as may be required by the Board
- Assist with yearly evaluation of the board and individual board members for submission to the executive authority

### **Person Specification:**

We are looking for a dynamic, positive thinking individual, who has the ability to manage complexity, have planning and organising skills, is resilient and customer service orientated. A unique individual with leadership and interpersonal skills who can communicate at all levels and develop a strong team. Excellent writing skills and fluency in English. The candidate must have the ability to work both as part of a team and independently.

### **Please note:**

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged individuals in order of preference: Coloured, African & Indian.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.**

People with disabilities are encouraged to apply

Closing date for applications: **09 July 2020**

Correspondence will be limited to short-listed candidates only.

By applying for this position at NMISA, the applicant understands, consents and agrees that NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAPS in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. More information contact Human Resources telephone number (012) 841 4152/2254