



BOARD COMMITTEE OFFICER
Ref: OCEO 002/07/2021
(6-months Fixed Term Contract)

THE EMPLOYER

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency' Head Office in Centurion The incumbent will report directly to the Company Secretary.

REQUIREMENTS:

- Bachelors' Degree.
- Ideal Experience: 3 years' experience as an Executive Secretary or Assistant Company Secretary
- Ideal: CGI (former CIS) Professional Post-Graduate Qualification: Company Secretarial and Governance (2014) or studying towards obtaining the qualification.

KEY PERFORMANCE AREAS:

The successful candidate will be expected to:

- Assist the Company Secretary to provide directors (collectively and individually) with guidance as to their duties and responsibilities; and
- Conduct research on corporate governance trends in the environment once in six months.
- Formulate the Board and committee agendas in conjunction with the Company Secretary ensuring alignment with the Annual Work Plan.
- Ensure that Board and Committee meeting packs are circulated within the seven days before the date of the meetings.
- Ensure that draft minutes of meetings are accurately recorded and circulated within six working days.
- Ensure action items are accurately recorded and circulated to stakeholders within three working days.
- Ensuring that the Board and committee resolutions are communicated to management within three working days.
- Monitor the implementation of the board and committee resolutions reporting to the Company Secretary on bi-weekly basis.
- Provide support in the preparations for the Annual General Meetings and actions emanating therefrom.
- Update the resolutions register of the Board and Committees.

- Ensure that all approved policies by the Board are signed by the Board Chairperson.
- Ensure that all approved and signed policies are recorded in the register of policies.
- Ensure that all approved and signed policies are circulated to EXCO and the relevant units.
- Identify all the policies that are due for renewal and communicating with the relevant unit to review.
- Ensure that policies due for renewal are included in the agenda of the EXCO and the relevant Committee.
- Ensure that all submissions to the governance structures are signed by the relevant people more than seven days before the meeting.
- Ensure that all the Board and Committee Packs are filed in the proper shared folder two days after the minutes.
- Ensure that all the adopted minutes are signed and properly filed two days after the meeting.
- Ensure that all the resolutions are properly filed.
- All the declaration of interest forms for items in the agenda are signed and properly filed.
- Provide comprehensive support to the Company Secretary and Board committees.
- Provide any other support as required by the Company Secretary on a day-to-day basis.

COMPETENCY REQUIREMENTS

- Communication Skills
- Organising Skills
- Confidentiality
- Professional
- Adaptability
- Attention to detail
- Sense of urgency
- Accuracy

CLOSING DATE: 14 July 2021

Submit detailed CV's including copies of qualifications to: recruitment4@cbrta.co.za

PLEASE NOTE: IF YOU DO NOT HEAR FROM US 21 DAYS AFTER THE CLOSING DATE, CONSIDER YOUR APPLICATION UNSUCCESSFUL

In order to consider any application for employment, we will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

*In order to give effect to this right, we are under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR. Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal>, which **HR. Processing Notice** we request you kindly download and read.*