POSITION DESCRIPTION	
Position Title	**Administrative Assistant :Company Secretary Office**
Description	The Administrative Assistant is primarily responsible for providing a center-point of contact to the NDA on Company Secretariat matters. The position will render administrative support to COSEC Office, Board and Committee members to ensure the operational fluidity of the Board/Committee Governance and Administration.
Directorate	Office of the CEO
Reports To	Company Secretary
Position location	Head Office, Parktown , Johannesburg
Peromnes Grade	11
Number of Direct Reports	None
POSITION REQUIREMENTS	
Minimum Qualification	• Matric/ Grade 12 plus • Relevant qualification at NQF Level 6 (Diploma) in Company Secretarial/ Office Administration/Business Administration/Law/ Public Administration/Legal Secretarial. • Bachelor's degree in the above fields is an added advantage.
Essential Experience	• Three (3) years of administrative support to Company Secretariat Office or working with Board or Board sub-committees. • Experience in administering Annual Governance Calendar & COSEC diary • Experience in Compiling the Board meeting Pack, or Committee meeting pack for circulation. • Experience in administering the payment of members claims for quarterly/special meetings • Experience in drafting minutes for the governance meetings (Board or sub-committees).
Knowledge	• Board/sub-committee minutes taking. • Basic planning and coordination of administration support • Computer knowledge – Microsoft Applications • Document management

Competencies	• Job Knowledge • Technical Skills • Acceptance of responsibility • Quality of Work • Reliability • Initiative • Communication • Interpersonal Relationships • Flexibility • Teamwork • Planning and Execution

MAIN AREAS OF RESPONSIBILITY

Company Secretarial/ Board & Committees Administration	• Provide a single point of contact with the NDA for Company Secretary related services. • Prepare packs for Board meetings. Ensure that Board and Sub-committee parks are assembled and distributed within defined time frames via agreed mode be it electronically or manually. • Provide administration support to the Company Secretary and Board members. • Arrange and manage travel and accommodation arrangements for Board members • Maintain hard copy and electronic filing system of all Board reports, minutes and resolutions. • Manage Company Secretary's diary. • Set up and co-ordinate meetings and conferences for the Company Secretarial Unit. Prepare monthly Board payment schedule for signature by the Company Secretariat and hand to HR within payroll time frames. • Handle procurement processes for the Unit including sourcing required resources and obtaining approvals. Liaise with Supply Chain Officer as appropriate. • Undertake full organisation of venues & catering for the Unit and ensure that arrangements are made well in advance.
Unit Administration support	• Create, transcribe and distribute meeting documentation. • Arrange meeting logistics including for Board members • Render Secretarial support to Departmental meetings • Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing for all Sub-Unit functions. • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up. • Facilitate records and document management for the unit. • Manage team leave and attendance register. • Coordinate Departmental Reporting E.g. Monthly and quarterly reports • Order printing, stationery & equipment requirements e.g. recorders as appropriate prior to the meeting • Sign for all packages/deliveries and accept and record all incoming and outgoing information ensuring timely completion and follow-up with relevant units including CEO's Office, i.e. document management • Coordinate Departmental Reporting E.g. Monthly and quarterly reports • Arrange and manage travel and accommodation arrangements for the Unit. • Follow up/ Receive invoices and facilitate for payment. • Load procurement requisitions on the system for the Unit

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	**External Relationships (With Local/Provincial structures and other key parties, specify)**
• All directorates and units as support function • Board Members	• Service Providers

Signed by: (**Job Holder)**	Authorised by: Mr. Siyabonga Shozi Acting Company Secretary
Date:	Date: 29 October 2026
