



## Position Title:

### Assistant Company Secretary (Committees)

#### **SASRIA SOC LIMITED**

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

#### **Vision**

“To protect the assets of all South African against extraordinary risks”

#### **Mission**

The vision will be achieved via our mission of driving sustainable and vibrant business by:

- Balancing shareholder value creation with having a positive social impact;
- Providing excellent customer service;
- Being clear and consistent in our communication;
- Developing the skills and capacity of own employees;
- Improving our current strategic current strategic partnerships, and establish new ones; and
- Providing innovative and relevant products;

#### **Core Values**

The following values underpin Sasria’s pursuit of its stated vision and mission:

- **Professionalism** - we will treat our stakeholders – i.e. customers, employees and shareholders - with respect and dedication while remaining accountable to them;
- **Integrity** - we will conduct ourselves in a manner that is fair, transparent and ethical, and uphold high levels of equality and trust;
- **Teamwork** – in the performance of our tasks we will be guided by the ideals of unity of purpose, cooperation and mutual respect;
- **Innovation** - we will create opportunities for creativity and learning and encourage same amongst our employees; and
- **Customer Centricity** - We strive to meet and exceed our customer's expectations.

*Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.*



## **ROLE DESCRIPTION**

### **Job summary statement/purpose**

Assist in the facilitation and administration of Committee Secretariat duties in the company as outlined in the Companies Act, Governance Codes, and Prescripts and as guided by PFMA and other relevant regulations.

### **Key performance areas (duties & responsibilities)**

- **Meeting management**
  - Development of the annual meeting plan.
  - Provide for the proper recording of minutes in relation to the Board Committees, Executive Committee and other Management Committee meetings.
  - Recording of conflict of interest declarations at meetings.
  - Follow up on signature of meeting minutes and filing of signed committee minutes.
  - Ensure the correct constitution of the governance structures of the company including the Executive Committee and other Management Committees.
  - Participate in assessment of the effectiveness of the board, Committee structure and that of Management Committees.
  - Ensure meetings have quorum and reschedule if required.
- **Compliance with regulations and other governance codes**
  - Adherence to CIPC, FSB and National Treasury compliance dates.
  - Facilitation of performance assessment of relevant committees and committee members, where applicable.
  - Requesting information for reporting to the relevant regulatory bodies.
- **Query referrals**
  - Attending to queries in relation to Board Committees and related compliance issues.
  - Processing secretariat queries.
  - Delivering queries to the appropriate person to resolve
- **Ad hoc**
  - Perform any reasonable task as and when required by the Line Manager.

### **Qualifications**

- 3 Year B.Com / law degree / diploma and / or studying toward CIS

### **Minimum experience**

- 3 - 4 years relevant experience

### **Knowledge**

- Knowledge of Companies Act and related regulations.
- Knowledge of legislative framework.
- Standard office procedures including filing methods.
- Knowledge of compliance processes and requirements.

### **Skills and Competencies**

- Business data processing principles as applied to minute taking and compliance to regulation.

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- Reporting on outcomes of meetings to internal stakeholders.
- Good stakeholder management.

**Attributes/values**

- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Exercising independent judgment within established guidelines; prioritizing work and coordinating several activities/tasks at one time.
- High level of confidentiality

**Demographics**

A South African citizen of any gender, preference will be given to a EE candidate

**Location of the role**

The role will be located in Illovo, Johannesburg

**CLOSING DATE:** 25 October 2018  
**CONTACT PERSON:** Faithm@sasria.co.za