The National Library of South Africa wishes to make the following appointment at its Pretoria Campus:

BOARD SECRETARY

Reference Number: 01/07/2020

Salary scale: R933 975 – R1 090 876 Total Cost to Company

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources. The NLSA employs approximately 200 employees.

The NLSA invites applications from suitably qualified persons for appointment on a full time basis. The successful individual will be based at the Pretoria Campus but will work across both the Pretoria and Cape Town Campuses. The successful candidate will report to the National Librarian and CEO.

KEY REQUIREMENTS:

MINIMUM QUALIFICATIONS

- BA Law Degree or LLB
- Admitted Attorney
- Professional registration with relevant professional bodies will be advantageous

EXPERIENCE

- At least 5 years of experience as a Board/Legal Secretary
- Experience in Board Secretariat functions within a corporate or public sector entity
- Excellent knowledge of corporate governance, compliance prescripts and relevant legislation including public sector legislation, Ethics, Combined Assurance Processes and Risk Management
- Knowledge of PFMA and National Treasury Regulations, King IV and protocol of Corporate Governance in the Public Sector

KEY AREAS OF RESPONSIBILITY:

Administrative Support

- Administer secretariat functions for the Board and Board Sub-Committees

- Manage processes of the Board and Board Sub-Committees including setting agendas, co-ordinating production and timely circulation of Board and Sub-Committee packs and ensuring that minutes of all Board and Board Sub-Committee meetings are properly recorded in accordance with the applicable legislation, policies and procedures
- Maintain all records of the entity including minutes, agendas, attendance registers, and declarations of interest
- Monitor the Board and Sub-Committees' action plans to ensure that items are being addressed timeously
- Assist the Chairperson and the National Librarian and CEO to determine the annual Board Plan and to administer issues of a strategic nature at Board level
- Assist the Chairpersons and Directors in the conduct of meetings and advise regarding their directorial responsibilities and fiduciary duties and obligations
- Communicate the instructions of the Board and ensure that Management provides the Boards and Sub-Committees with the information emanating from Board decisions
- Ensure that Board members undergo the appropriate trainings including inductions.
- Liaise with the Office of the National Librarian and CEO / Senior Executives, Board and Committee Chairpersons as needed

Statutory Compliance

- Maintenance and keeping of Board and Sub-Committee records
- Maintain the company register and minutes books
- Ensure that statutory and regulatory requirements are met, particularly in relation to legislation and regulations which govern the reporting of the activities of the organisation
- Ensure that the Charters of the Board and Sub-Committees are relevant and up-to-date
- Ensure that the Board and Sub-Committee meetings are held quarterly, or as required by legislation

Governance Support

- Review and/or draft internal Governance Policies (i.e. Code of Conduct, Conflict of Interest, Gift Declarations etc.)
- Guide the Board, individually and collectively, with regards to their duties, responsibilities and powers
- Advise the Board on matters of good governance and changes in legislation
- Ensure that the Board is aware of any law relevant to, or affecting, the organisation
- Assist the Board with yearly evaluations, collectively and individually
- Raise matters that may warrant the attention of the Board (constitutional and administrative issues)
- Provide company secretariat advice to Management and the various governance structures of the NLSA
- Implement processes that will enhance optimal functioning of the governance structures of the NLSA
- Provide advice to the Board on legislative matters such as PFMA, Company Act,

King IV, etc.
- Ensure that the Board provides ethical leadership and that the NLSA is seen, and acts, as a good corporate citizen
- Ensure approval of the Annual Report, Internal Audit, Five Year Strategic Plan, Interim Financial Statements, etc.
- Ensure that the entity benchmarks its practices against best practice recommendations
- Develop, implement, monitor and review the entity's Corporate Governance Framework including Board and sub-Committee Charters, Policies and Procedures and align such documents to any changes in laws / regulations
- Review the entity's Delegations of Authority
- Under the direction of the Chairperson facilitate Board performance reviews, Inductions and professional development programmes for Board Members
- Ensure effective information flow within the Board, to and from the Sub-Committees and between Board Members and Management.

Legal Support

- Draft legal opinions on request from the Board and/or the National Librarian and CEO
- Provide legal advice to the rest of the entity on all legal matters including labour relations, legislation, contract law, etc.
- Provide awareness to the Boards on the latest updates pertaining to new laws / regulations or changes in existing laws / regulations which have relevance and possible impact on the entity; assist the NLSA in understanding the impact that these changes may have on the institution and determine the changes that will be required in order to meet these regulatory requirements

The NLSA is an equal opportunity, affirmative action employer and reserves the right to not make an appointment. Appointments will be made according to our Employment Equity requirements. We encourage applications from people living with disabilities in particular. Prospective candidates will be subjected to competency assessments and security clearances.

Applications: Interested applicants must submit a covering letter, Curriculum Vitae, proof of qualifications and a copy of Identity Document by e-mail to: recruitment@nlsa.ac.za. Please ensure that you **quote the reference number and the position in the subject line of your email**. No applications from recruitment agencies will be accepted.

CLOSING DATE: 24 July 2020

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.