



ADVERT

Post: Company Secretary
Department: Office of the Registrar/Chief Executive Officer (CEO)
Reference: CS/RTIA/2026
Salary: Negotiable
Term: Five (5) year Employment Contract

Mandatory Requirements: * LLB or Equivalent qualification. Admitted Attorney or Advocate.

Mandatory Experience: * A total of ten (10) years working experience as a Company Secretary and extensive knowledge of Corporate Governance.

Knowledge: *PFMA *King IV* Public Sector Governance codes and any other legislation and regulations impacting on road traffic *Knowledge of the National Road Safety strategy * Political, social, and economic challenges in transport sector *Inter-governmental relations *Government Strategy planning processes Communication management *Risk management and governance issues public sector.

Required competencies: * Strategic leadership* Strategic planning *Corporate Governance *Financial management *People management *Stakeholder management.

- **Duties: * Compliance with Statutory and Regulatory Requirements:** *Oversee the development of the Board and Committees compliance framework*Ensures that compliance notes are provided to the Board and Committees*Provide timeous and correct inputs to regulations in terms of compliance with relevant applicable legislation and contribute to meeting discussions when required*Collaborates with other departments (e.g., Risk Management, Internal Audit, Legal & Compliance unit, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution. * **Effective governance support to Board and Committees:** *Induct Board members on issues of compliance so that they are clear on what is expected of them * Provide governance advice to the Board and Committee on governance and legal matters * Maintain responsibility for developing and maintaining governance tools, the Board Charter, Code of Conduct, Induction Manual, etc *Ensure that Board & committee charters are consistently reviewed *Maintain and facilitate corporate governance workshops to assist with education and awareness as the need arises*Ensure that Board members are aware of their legal responsibilities, procedures that need to be followed and adherence requirements*Ensure the smooth running of Board and Committee activities and that Board members carry out their responsibilities accordingly*Conduct annual Board and Committee appraisal

processes. Ensure that the Board and Committees are provided with continuous professional development training. * **Effective management of Board and Committee meetings:** * Develop and communicate an annual schedule for all Board and Board Committee meetings aligned to all compliance imperatives* Ensure that all Board and Board Committee meetings are efficiently arranged according to due dates as indicated on the schedule of meetings. All members are advised of meeting arrangements timeously. _Ensure quality assurance of the content of agendas, minutes of meetings and meeting packs to ensure accuracy and adherence to all set standards*Ensure that meetings follow statutory governance and procedural requirements as set out in the different charters and mandates* Ensure that the attendance registers are updated for each meeting *Ensure that Board resolutions are recorded in the Board Resolutions register timeously and accurately * Ensure that the Board and Board Committee resolutions are communicated to the relevant people and are implemented timeously *Ensure that minutes of meetings are recorded accurately and distributed to recipients timeously * Scheduling and management of the Agency's AGM and the drafting of the necessary resolution *Drafting of the AGM script for the Chairperson *Compile the Chairperson's overview statement for the annual report *Compile committee reports for tabling at the Board meetings* **Ensure effective management of the Board stakeholder relationships** * Develop the Board and Committee stakeholder universe* Develop a catalogue of stakeholder communications *Effectively manage correspondence. between the Board and all stakeholders *Draft Chairperson's speaking notes and script in engagements with stakeholders * Analyse and provide advice to the Board on media reports impacting the Agency * Represent the Board with stakeholders, associates and partners and maintain professional, effective, and amicable relationships to ensure that RTIA's interests are upheld* Liaise on a regular basis with all stakeholders and ensure that business relationships are maintained. Management of the contract between the Board and the shareholder: * **Effective Management of the Unit's operations:** * Contribute to the development of RTIA strategic plans. Develop and implement the Units operational plans * Provide capacity building, through training, coaching and development of direct reports *Ensure that employees have clear work expectations and goals *Ensure the implementation and compliance to reporting templates and frameworks * Ensure monthly reporting *Manage unit budgets *Expenditure as per the budget *Develop policies, and procedures for the Unit * Ensure clean, audit results *Handle governance audit queries and ensure the availability of information for audit purposes.

Enquiries: Ms Lesedi Mampa – (087) 285 0500

Correspondence will only be with shortlisted candidates, if you do not hear from the Agency in 30 days please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes. You are further advised that candidates may be subjected to a competency assessment to assist in decision making.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to:

Response@multilead.co.za

Please note that applications without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from designated groups and people living with disabilities to apply

Closing Date: 25 May 2026 @ 16:00 pm