



## RE-ADVERTISEMENT

### VACANCY: COUNCIL SECRETARY

**POST : COUNCIL SECRETARY**  
**REF NO. : LOVEDALE/01/07/2024-2025**  
**CENTRE : LOVEDALE TVET COLLEGE HEADQUARTERS**  
**POST TYPE : COUNCIL APPOINTMENT**  
**SALARY LEVEL : SL10**  
**SALARY PACKAGE : R 582 444 per annum, PLUS 37% in lieu of benefits**  
**DURATION : 5 YEAR EMPLOYMENT CONTRACT**

#### REQUIREMENTS:

- LLB degree or any legal (related) qualification,
- Minimum of 3 years of experience in a company or council secretarial
- Good interpersonal relations and customer orientation.
- Organising and planning skills.
- Knowledge of the Further & Higher Education System
- Professional
- Discreet with confidentiality
- Assertive good organiser with sound judgement and decision – making skills and able to work under pressure.
- Candidates with attorneys' admission will receive preference

#### COMPETENCIES REQUIRED:

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| <b>KNOWLEDGE</b>          | <ul style="list-style-type: none"><li>• Competent knowledge and understanding of relevant policy and legislation</li><li>• Competent understanding of institutional governance systems and performance management</li><li>• Understanding of Lovedale TVET College operations and delegation of powers, as well as field-specific roles under the unit</li></ul>                           |
| <b>LEADING COMPETENCY</b> | <p><b>Assessed Competent or Advances proficiency level on the following leading competences:</b></p> <ul style="list-style-type: none"><li>• Strategic Direction and Leadership</li><li>• People Management</li><li>• Programme and Project Management</li><li>• Financial Management</li><li>• Change Leadership</li><li>• Governance Leadership</li><li>• Stakeholder Relation</li></ul> |
| <b>CORE COMPETENCIES</b>  | <p><b>Assessed Competent or Advanced proficiency level on the following core competences:</b></p> <ul style="list-style-type: none"><li>• Moral Competence</li><li>• Planning and Organising</li><li>• Analysis and Innovation</li><li>• Knowledge and Information Management</li><li>• Communication</li></ul>  |



- Results and Quality Focus

**DUTIES:  
KEY PERFORMANCE AREAS**

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| 1. | <p><b>Ensure Council compliance:</b></p> <ul style="list-style-type: none"> <li>• Make Council members aware of the statutory, regulatory and fiduciary requirements related to the Lovedale TVET College</li> <li>• Provide Council members individually and collectively with guidance as to their duties, responsibilities and powers</li> <li>• Guide and advise Council members on matters of good governance and changes in legislation</li> <li>• Raise matters that may warrant the attention of the Council</li> <li>• Ensure the proper filing of annual returns in line with the Companies Act</li> <li>• Certify in the Lovedale TVET College's annual financial statements whether the entity has filed the required returns and notices and whether these are true, correct and up-to-date</li> <li>• Ensure that the financial statements are sent to all the relevant stakeholders entitled to receive such documents</li> <li>• Ensure that Council committee charters and terms of reference are kept up-to-date</li> <li>• Organise Council performance reviews</li> </ul> <p><b>In order to ensure the Board's compliance with statutory, regulatory and fiduciary Requirements</b></p> |
| 2. | <p><b>Manage Council decisions:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the scheduling and holding of Council and Committee meetings in consultation with the Council Chairperson</li> <li>• Ensure that Council and Committee meeting minutes are properly recorded and distributed</li> <li>• Distribute Council minutes and relevant documents to Council and Committee members within the stipulated timeframes</li> <li>• Ensure that the Council has the information it needs to make informed decisions</li> <li>• Obtain appropriate responses and feedback to specific agenda items and matters arising from previous Council meetings</li> <li>• Communicate Council and committee decisions to relevant business units and persons timeously</li> <li>• Ensure the safekeeping of Council documentation</li> </ul> <p><b>In order to ensure timeous implementation and tracking of Council decisions</b></p>   |
| 3. | <ul style="list-style-type: none"> <li>• Facilitate Council nominations and induction:</li> <li>• Support the nomination committee and ensure that the procedure for appointment of Council members is properly carried out</li> <li>• Facilitate the induction, orientation and ongoing training and education of Council members</li> <li>• Advise Council members on standards of ethical and corporate behaviour</li> </ul> <p><b>In order to ensure that Council members are properly nominated, orientated and inducted</b></p>   |
| 4. | <p><b>Support Council committees:</b></p> <ul style="list-style-type: none"> <li>• Facilitate the establishment and functioning of various Council committees</li> <li>• Monitor and ensure that Council committee procedures are followed</li> <li>• Ensure that Council Committee meetings are scheduled, held and properly recorded</li> <li>• Identify training needs for Council Committee members</li> <li>• Oversee the development of Council Committee members</li> </ul> <p><b>In order to ensure the effectiveness of Council Committees</b></p>   |



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|----|---|
| 5. | <p><b>Render Secretariat and secretarial support:</b></p> <ul style="list-style-type: none"><li>• Prepare and distribute Council and Committees' documentation</li><li>• Maintain the register of Council members, policies and contracts</li><li>• Ensure the safekeeping of Council and Committees' documentation</li><li>• Coordinate Council and Committee meetings</li><li>• Assist the Council Chairperson with preparation of agendas, discussion papers and reports</li><li>• Provide support and advice on all matters required by the Council</li></ul> <p><b>In order to support the Council and its Committees on the execution of their fiduciary duties</b></p> |
| 6. | <p><b>Facilitate Council liaison:</b></p> <ul style="list-style-type: none"><li>• Keep a database of key stakeholders and contacts</li><li>• Act as a link between the Council and relevant stakeholders</li><li>• Facilitate engagements between the Council and relevant stakeholders</li></ul> <p><b>In order to maintain liaison between the Council and its stakeholders</b></p>   |
| 7. | <p><b>Ensure unit management:</b></p> <ul style="list-style-type: none"><li>• Oversee the efficient and effective day-to-day operation of the Company Secretariat</li><li>• Develop and implement the Annual Performance Plan for the unit</li><li>• Monitor budget expenditure and take corrective action when necessary</li><li>• Manage and supervise officials in the unit</li><li>• Identify areas for continuous process improvement</li></ul> <p><b>In order to ensure the smooth operation of the Company Secretariat</b></p>   |
| 8. | <p><b>Perform any other related duties as instructed by the Board Chairperson</b></p>   |

**ENQUIRIES :** Ms P Mncontso; Tel No. 087 238 2224 ext 1035

**APPLICATIONS:** Only hand-delivered applications submitted to the Human Resources Office at 01 Amatola Row, Qonce, will be accepted. Applications submitted via email or any other method will not be accepted.

**NOTE:** All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. ID copy & copies of qualifications only shortlisted candidates will be required to submit **certified** copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Lovedale TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. NB Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

**CLOSING DATE :** 11 December 2025 at 16:00