



Pan South African Language Board (PanSALB) is a statutory body established in terms of Act 59 of 1995 (as amended) for, inter alia, the creation of conditions for the development and for the promotion of equal use and enjoyment of all the official South African languages. PanSALB seeks to appoint results-driven, assertive and dedicated individuals to fill the following position at our Organisation

BOARD SECRETARY

FIVE (5) YEARS FIXED-TERM EMPLOYMENT CONTRACT

REMUNERATION PACKAGE: R1,436,022 – R1,716,933 per annum

(All-inclusive package, of which a portion can be structured according to the individual's needs)

REF NUMBER: : 07/2025

LOCATION: Head Office (Pretoria, Arcadia)

MINIMUM REQUIREMENTS: Applicants must be in possession of an LLB Degree, BA Law/ BCom Law degree or NQF level 8 relevant qualification and admitted as an Attorney/Advocate of the High Court of South Africa *At least 5 years' experience in a Board/Company Secretariat position *Membership of a Professional Body for Board Secretaries.

TECHNICAL EXPERIENCE: An excellent knowledge of corporate governance related legislation especially the PanSALB Act No. 59 of 1995 *an expert knowledge of corporate governance requirements and systems specifically those applicable to board and board Board and its Committees as provided for in the Companies Act, No.71 of 2011 *An excellent command of written English and its use in minute drafting *An affinity for detail for resolution and minute drafting *Knowledge of legislative regulations, contract drafting and risk assessment, and industrial relations *Highly developed strategic influencing and thinking competencies together with analytical and interpretative skills as applied to a technical environment

BEHAVIORAL COMPETENCIES: Attention to detail *Strong verbal and written communication skills *Negotiation skills *Assertiveness *Pro-activeness *Critical information seeking *Team player *Analytical thinking *Problem solving *Social awareness and emotional intelligence *Ability to work under pressure *A multilingual person who must be able to read, write, and speak another language apart from English.

COMPETENCIES NEEDED: Strategic Management. Financial Management. Business Management. Strong people management skills. Stakeholder Management. Change Management. Honesty and Integrity. Excellent interpersonal and communication skills. Project Management.

DUTIES: The successful incumbent will be expected to perform, amongst others:

Legal Advisory;

- Provide advice to the board on corporate governance-specific legal requirements in the conduct of the board and its committees
- Oversee that urgent matters relating to board meetings, minutes, and resolutions are dealt with promptly and efficiently, keeping up to date with any regulatory or statutory changes and policies that might affect the organization

Corporate Governance (Board Secretariat)

- Minutes, resolutions, and extracts of minutes
 - Work closely with board members and stakeholders to ensure optimum provision of service
 - Drive implementation of governance and ethics frameworks
- Business Improvement;

- Anticipates the changing environment and develops new processes to sustain and improve the board's performance
- Be up to date with governance issues to advise the Board.
- Uses quality management approaches in the day-to-day delivery of work output

Manage and facilitate change management

- Ensures that necessary changes are cemented into the institution through change management activities (e.g. Workshops, governance-related communications, etc.)
- Communicate with board members and the Chief Executive Officer (CEO) to ensure adequate service delivery

Stakeholder relations and management

- Facilitate meetings with stakeholders on matters pertaining to corporate governance
- Develop relationships with key stakeholders, encouraging a proactive approach to identifying new clients and opportunities
- Develop relationships with clients and other stakeholders so as to drive continuous improvement programmes.

Applications must be submitted on a signed and dated PanSALB Application Form, obtainable from the PanSALB Website, and must be accompanied by a comprehensive CV (Including copies of ID and qualifications). Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the PanSALB. Only South African citizens and foreigners with valid work permits may apply. The appointment of successful candidates will be strictly subject to the outcome of interviews and competency assessments.

Interested individuals are invited to forward their applications via e-mail to applications@pansalb.org
Enquiries: Mr Bongani Mahlangu on 012 341 9638.

PanSALB is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in PanSALB through the filling of posts. Preference will be given to youth, women, and people living with disability. Candidates must note that they may be interviewed in any official language or choose which language they wish to be interviewed in. If you have not been contacted one month of the closing date, kindly deem your application unsuccessfully. Correspondence will only be with the short-listed candid. PanSALB reserves the right not to appoint

Closing Date for Applications:

15 August 2025