

POSITION NUMBER : 60049159
JOB TITLE AND LEVEL : COMPANY SECRETARY (DU)
REPORTS TO : BOARD OF POSTBANK / CHIEF EXECUTIVE OFFICER
LOCATION : HEAD OFFICE - PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

To provide company secretarial services, ensuring that Postbank adheres to and complies with all applicable legislation, corporate governance regulations and guidelines. Provide guidance to the Board of Directors and Executives regarding their duties, responsibilities, business ethics and corporate governance issues. Supports and advise the Executive Committee and the Board members on any changes regulation and implications thereof.

The successful incumbent will be responsible for strategic alignment, people management, Legal Compliance and Governance.

Job Responsibilities

Strategic Alignment

- Support the Board in setting the strategic direction by providing relevant information and ensuring a set timeline for strategic setting and review in line with applicable legislation.
- Facilitate communication of strategy to relevant stakeholders and regulators
- Advise the Board on applicable laws and regulations applicable to the strategic direction of Postbank.

Corporate Governance

- Develop, implement, and maintain effective corporate governance policies and procedures in accordance with applicable legislation and corporate governance best practice.
- Ensure Compliance with the Memorandum of Incorporation

Board Support and Administration

- Prepare the Annual Calendar for Board and Committee meetings.
- Coordinate and organise Board and Committee meetings, including preparing agendas, minutes and board packs.
- Serve as a liaison between board members and management, facilitating communication and ensuring timely dissemination of information.
- Coordinate the Board induction and training of board members on their duties and responsibilities.

Regulatory Compliance

- Keep the board abreast of the changes in laws and regulations affecting Postbank and ensure compliance thereto.
- Prepare and file statutory returns and disclosures required by the Companies Intellectual and Property Commission (CIPC).
- Provide Board of Directors and Executive Committee with guidance on duties, responsibilities and powers

Shareholder Relations

- Manage communication with the shareholder, including responding to inquiries and facilitating the dissemination of information.
- Coordinate the organization of annual general meetings (AGMs) and other shareholder meetings, ensuring compliance with legal requirements.

Record Keeping and Documentation

- Maintain accurate and up to date statutory records, including registers for shareholders, directors and beneficial owners.
- Ensure accurate documentation of Board decisions and resolutions.

Financial

- Manage the departmental budget, ensuring expenditure within approved budgets.

People Management

- Manage performance of the Secretariat unit ensuring agreement of annual goals, measuring performance against agreed goals and ensuring the implementation of Postbank policies for non-performance.
- Talent management, including career development and paths for own team.
- Ensure that staff receive adequate and relevant training.
- Ensure that the working environment contributes to improving staff morale and increasing productivity.
- Alignment to the bank's transformation (EE) objectives through departmental processes.

Financial

- Provide input in development of the annual report to ensure that:
 - ✓ Statutory deadlines are met.
 - ✓ Statutory and regulatory disclosures are validated, particularly in relation to statements given on corporate governance standards and practices in Postbank
- Ensure efficient management of function / resources in accordance with the stipulations of the Public Finance Management Act, fraud prevention and risk management principles, corporate governance, legislation, agreements, company policies, practices, procedures, regulations, etc.
- Ensure that Company Letterheads are updated with the latest information of the Directors.

Qualifications, Knowledge and Experience

Qualifications and Experience:

- Relevant professional qualification (e.g. B. Com/Law, LLB) A Postgraduate qualification will be an added advantage.
- Chartered Institute of Secretaries (CIS) Diploma
- Membership of the Institute of Directors South Africa (IODSA) or the Institute of Chartered Governance Institute of Southern Africa will be an added advantage
- Minimum of 5-8 years post qualification experience in a similar position, preferably in the Financial Services industry
- Fulfil the Fit and proper assessment in line with the requirement for the role

Knowledge and understanding of:

- In depth knowledge of Companies Act, Banks Act, Postbank Act, PFMA/ National Treasury Regulations and other relevant regulatory framework
- In depth knowledge of Corporate Governance recommended practices, including King IV, Professional and Business ethics.
- Sound knowledge of the Banking and Financial Services laws and regulations.

Skills and attributes

- Ability to interact and influence at Executive management and Board levels. Excellent interpersonal and communication skills. Ability to think strategically. Excellent report writing skills. Good problem solving and analytical skills. Good people management skills. Good interpersonal and presentation skills
- Lateral thinker. High attention to detail. Ability to work under pressure. Honesty and Integrity. High level of confidentiality. Resilient. Due diligence. Persuasive and influential.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@Postbank.co.za. Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

09 September 2025

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.