Job Title:	**Company Secretary Intern – 12 Months Contract**
Organisation:	NEMISA
Department:	Company Secretary
Location:	Gauteng Auckland Park
Salary Range:	Stipend
Upward Reporting Relationships:	Company Secretary
Reference Number:	NEM-/16/05//2023

MAIN PURPOSE OF JOB

To perform administrative tasks and services to support effective and efficient operations of the organisation's Company Secretary Department

JOB OBJECTIVES

- Facilitate the booking of Board meeting venues.
- Assist with ensuring special requirement such as meeting equipment, catering and stationery availability etc.
- Support Company Secretary with all office administration tasks
- Assist in ensuring the travel and accommodation arrangements for Board members – reconciling board fees to payroll and ledger, filing, preparing list of meetings, amongst other.
- Ad hoc project support in order to support the delivery of the Secretarial Services Team objectives.
- Continuous learning of all Governance related legislations

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	**Minimum:** • Diploma in Administration	

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- No work experience required

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge of search engines for logistical arrangements
- Knowledge of proper filing and record management system
- Microsoft word, Excel and PowerPoint

Competency requirements

Behavioural Competence

- Working under pressure
- Quality and service focus
- Integrity
- Efficiency
- Professionalism
- Flexibility and adaptability
- Team player
- Computer literacy

Technical Competence

- Planning and organising
- Time management
- Multi-Tasking skills
- Written and verbal communication

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: **cosecintern@nemisa.co.za**
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **22 May 2023 (16:30)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.