



DIVISION: REGISTRAR

DEPARTMENT: GOVERNANCE
ADMINISTRATION

POST: COMMITTEE OFFICER X2

POST N^o: 3199 & 2202
PEROMNES GRADE: 9

JOB DESCRIPTION:

Key performance areas include but are not limited to:

1. Committee Meeting Management

- Understand the terms of reference of serviced committees;
- Assist in developing the annual Committee Calendar;
- Schedule meetings as per calendar or as requested;
- Deal with urgent business requiring attention of the chairperson of a committee;
- Understand committee interrelationships and advice for effective decision-making;
- Advise designated committees and meetings of committees on Rules of Procedure and Committee Standing Orders;
- Serve as a reference point for committee members with regards to matters dealt with by the committee;
- Respect turnaround times in all processes;
- Prepare for meetings (meeting documentation, agendas, contact with committee members);
- Brief the Chairperson and Secretary on the meeting agenda and related items;
- Attend meetings and take meeting minutes;
- Keep record of attendance at meetings of committees;
- Advise on quorum matters at committee meetings;
- Compile and circulate action sheets for each meeting to ensure decisions are implemented;
- Compile electronic meeting minutes within agreed deadlines (turnaround times);
 - Edit and proof-read meeting minutes;
 - Communicate with stakeholders and committee members; and
 - Filing and archiving of documents.

2. Other Responsibilities

- Ensure adherence to the Promotion of Access to Information Act and other relevant legislation and guidelines;
- Adhere to quality standards in all areas of the job;
- Present a positive image of the University in all aspects of the job and maintain high levels of integrity.

APPLICATION CRITERIA:

Qualification and Experience:

- Relevant Bachelor of Administration Degree on NQF 7; CIS (Company Secretarial) qualification would be an added advantage.
- Advanced Computer Literacy
- Introductory Project Management
- Minimum 3 Years experience in Committee Secretarial duties

Skills and Competencies:

- High level of confidentiality
- Interpersonal skills
- Communication skills
- Problem solving skills
- Negotiation skills
- Attention to detail
- Language and editing

CLOSING DATE FOR APPLICATIONS: 18 August 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za <https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf>
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Carmen Titus Tjotjo, Tel 016 950 6848 / email address: carment@vut.ac.za

HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the

implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

Candidates who previously applied for this position and do meet the minimum requirements are encouraged to apply again.

