

RE-ADVERTISEMENT: COMPANY SECRETARY

Ref: FASSET/COSEC/2026

Fixed-Term Contract ending 31 March 2030

Randburg, Gauteng

Total Cost to Company: R1 734 975 per annum

Finance and Accounting Services Sector Education and Training Authority (FASSET) is a Schedule 3A public entity established in terms of the Skills Development Act, 1998, with a mandate to facilitate skills development and transformation within the finance and accounting sector.

FASSET seeks to appoint a highly accomplished and seasoned Company Secretary to provide strategic governance leadership and serve as a trusted adviser to the Board, Board Committees, Chief Executive Officer, and Executive Management on matters relating to corporate governance, statutory compliance, fiduciary oversight, and ethical leadership.

This is a high-impact executive role suited to an experienced governance professional with deep expertise in the SETA/public entity environment and a proven track record of operating at the Board and Executive level.

Functional reporting directly to the Board and administratively to the Chief Executive Officer, the successful candidate will be responsible for ensuring the effective functioning of the Board and its Committees in accordance with the PFMA, King V, applicable legislation, and governance best practice.

MAIN RESPONSIBILITIES

The successful candidate will:

- Serve as principal governance adviser to the Board, Board Committees, CEO and the organisation.
- Provide strategic guidance on governance, fiduciary responsibilities, and legislative compliance.
- Ensure effective administration and functioning of the Board and Committee structures.
- Lead the implementation and continuous enhancement of governance frameworks, policies, and governance systems.
- Oversee compliance with the PFMA, King V, SDA, SDLA, applicable legislation, and regulatory requirements.
- Coordinate Board evaluations, induction programmes, governance training, and continuous development initiatives.
- Facilitate sound governance decision-making and implementation oversight.
- Support enterprise risk governance and ethical leadership initiatives.
- Build effective relationships with regulators, stakeholders, executive leadership, and governance structures.
- Ensure accurate and high-quality governance reporting to the Board and relevant stakeholders.
- The successful candidate must demonstrate integrity, discretion, resilience, diplomacy, and the ability to navigate complex governance environments with professionalism and confidence.
- Authorised to escalate governance concerns directly to the Board without limitation or interference.

MINIMUM REQUIREMENTS

- A Law degree or equivalent legal, corporate governance, public administration and management qualification or a related field (NQF 7 equivalent).
- A minimum of 7 years' senior management experience within governance and/or company secretariat environments.
- At least 5 years' proven experience serving as a Company Secretary within a SETA or a public entity environment.
- Or at least 5 years' proven experience serving as a Deputy/Assistant Company Secretary within a SETA or 7 years within a public entity environment.
- Extensive and practical knowledge of the Public Finance Management Act (PFMA), King V, Skills Development legislation, governance and compliance frameworks, and Public Sector regulatory environments.
- Active professional membership with the Chartered Governance Institute of Southern Africa (CGISA) or any relevant professional body.

The following will serve as an added advantage:

- Chartered Secretary qualification or LLB (NQF 8 equivalent).
- A Master's degree in Law, Corporate Governance, Public Administration and Management or a related field (NQF 9 equivalent).
- Admission as an Attorney or Advocate of the High Court of South Africa.
- Active professional membership with the Chartered Governance Institute of Southern Africa (CGISA) or any relevant professional body.

COMPETENCY REQUIREMENTS

FASSET seeks a mature and highly credible governance professional with:

- Exceptional executive judgement,
- Strong strategic and analytical capability,
- Sound ethical leadership,
- Organisational astuteness,
- People management,
- Excellent stakeholder management capability,
- Outstanding communication and report-writing skills, and the ability to engage confidently and effectively at the Board and Executive level.
- Meticulous attention to detail and precision,
- Confidentiality, discretion, and professional integrity,
- Political and institutional sensitivity,
- Independent with unrestricted access to the Board and its Committees.

APPLICATIONS PROCEDURE

Applicants are required to submit a 1-page cover page motivation, a comprehensive curriculum vitae, an Identity Document, Matric certificate, qualifications, and professional bodies accreditations to CosecMay@fasset.org.za

The closing date is **25 September 2026 @16:30**. Correspondence will be limited to shortlisted applicants, and should an applicant not hear from FASSET within 3 months of the closing date, please consider your application unsuccessful. FASSET reserves the right not to make an appointment or to withdraw the advertisement. Late submissions will not be considered.



Enquiries may be directed to Mr Karabo Dikgore on telephone number: 011 476 8570. FASSET complies with the provisions of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the Recruitment and Selection-related processes.



FASSET applies the principles of Employment Equity, and appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”