



The IDT is a Schedule 2 Public Entity, established as a development management agency. Its primary role is to influence, support and add value to the national agenda. The IDT is mandated to measurably impact on the eradication of poverty and to improve the quality of life of poor, rural and marginalised communities. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

POST : **COMMITTEE OFFICER**
JOB LEVEL : **CU**
REGION : **NATIONAL OFFICE**
LOCATION : **PRETORIA**
DURATION : **12 MONTHS**
PORTFOLIO : **OFFICE OF THE CEO**

PURPOSE : To assist with the provision of full range company secretariat, governance and compliance functions enabling the IDT to comply with applicable regulatory and legislative prescripts.

REPORTING : Company Secretary

REQUIREMENTS : Professional / Advanced qualification through Chartered Secretaries Southern Africa, or BTech / Degree in Business Management / Administration, or Diploma / Degree in Law, 4 -5 Years' experience in company secretariat, governance, legal / regulatory environment. **Competencies:** Diary Management, Administration Management, File Management, Document and records management, Companies Act and Regulations, Public Finance Management Act and National Treasury Regulations, King Report on Corporate Governance, Stakeholder management. **Skills:** Administrative Skills Filing Skills, Interpersonal Skills, Communication Skills (written and oral), Computer literacy, Ability to work under pressure, Co-ordination Skills, Telephone Etiquette, Organization Skills.

DUTIES : Secretarial and Committee duties, Office Administration services relating to the IDT Committee, Compliance with IDT policies and applicable regulatory prescripts.

Enquiries : **Kgomotso Pelle** at (012) 845 2111

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply, please forward all CVs to jobs2@idt.org.za

Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 29 March 2019.