



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg Metropolitan Municipality that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatres.

PERMANENT POSITION

Department: Governance
Branch : Joburg Theatre
Designation: Committee Officer X 1 (Ref: CO/09/2020)
Salary: R22 215.52 (Basic salary excluding benefits)

Key responsibilities will include, but not be limited to:

Schedule and prepare packs and take minutes of meetings such as EXCO, ICT Steering Committee, Remuneration, Social and Ethics Committee (REMSEC), Audit and Risk Committee and Board meetings , all with the guidance of the Company Secretary • Manage Management Committee (MANCO) meetings from scheduling, preparing packs, taking comprehensive minutes and preparing plan of actions • Conduct ethics awareness, internal workshops and ensure ethics reporting to REMSEC and the Board • Report and compile evidence for compliance reporting and submission to the City of Joburg • Attend Group meetings on behalf of the Company Secretary and provide feedback • Prepare the entity's annual report on Ethics Governance • • Prepare for the entity's Annual General Meeting (AGM) through sending notices to board and Independent Audit Committee members and facilitating the AGM process through inviting board and committee members • Attend Group Governance meetings and if requested, present the entity's resolutions at the AGM • Conduct board inductions • Responsible for report writing, typing and printing • Responsible for general office administration.

Appointment Requirements:

Bachelor of Arts Honours (BA hons) Degree • 1 year of practical work experience in governance and compliance • Negative criminal vetting .i.e. no criminal record • Computer literate • Good verbal and written communication in English • Must be a South African Citizen

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to: jobapplications@joburgtheatre.com

Enquiries: (011) 877 6859 / 6821

CLOSING DATE: 16 OCTOBER 2020

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. Preference will be given to designated groups including people with disabilities.

PLEASE NOTE: JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Late submissions and/or applications will not be considered. Submission without certified copies of qualifications will not be considered. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.

