



Cricket South Africa

wishes to appoint a

Committees Assistant

CSA (Cricket South Africa/Company) is the national governing body for the sport of cricket in South Africa and administers all aspects of South African cricket.

A fixed term position for a **Committees Assistant** has become available. The successful candidate will be responsible for providing an efficient administrative, organisational and logistical support to the Governance and Company Secretariat Department as well as full secretarial assistance to meetings of the CSA Board (the Board), Members Council (MC) and all Board Committees.

The more important criteria for the appointment is set out below and although not exhaustive, would serve as a guideline in assessing prospective candidates.

Key job duties/responsibilities:

Key performance areas include but are not limited to the following:

1. Board and Sub-Committee Meeting Coordination - CSA Board, Social & Ethics Committee, HR & Remuneration Committee, Cricket Committee, Cricket Pipeline Committee and Cricket Medical Committee

- a) Coordinates the meeting dates for the financial year with guidance from the Chairpersons and Committee owners - scheduling meetings on time and correctly.
- b) Consults with the Chairpersons and Committee Owners on the meetings' agenda.
- c) Assists with report writing as needed.
- d) Records/documents meeting proceedings and attendance and notifies the Chairpersons of any apologies.
- e) Accurately and timely prepares and distributes agenda meeting packs for scheduled meetings. Agendas, Matters Arising Schedule, Report Formatting, loading on Diligent (or any other digital platform), and distribution to all Members and Invitees are all part of this.
- f) Prepares annual Committee Evaluations to be tabled at subcommittee meetings, as well as a link and survey to be completed and results sent to the Board.
- g) Books/reserves boardrooms/meeting venues and technical requirements as well as arranges catering and refreshments for meetings.
- h) Takes meeting minutes and/or transcribes accurate draft meeting minutes from recordings, then distributes meeting minutes to CoSec, Chairpersons, Committee Owners and Committees.
- i) Follows up on action items from meetings to ensure they are completed by the deadline.
- j) In consultation with the Chairperson of the Board, compiles the annual meeting matrix and updated Governance Structure.

2. Logistics Arrangements – For the Chairperson of the Board and all other Board Directors

- a) Requests quotations from the Travel Department to inform travel arrangements in line with allocated budget.
- b) Coordinates local and international travel arrangements for the Chairperson of the Board for CSA business including flights, venue hire, car hire, transfers, boarding passes, accommodation, VISA requirements and forex in line with the procurement process.
- c) Where necessary coordinates local and international travel arrangements for the Board for CSA business including flights, venue hire, car hire, transfers, boarding passes, accommodation, VISA requirements and forex in line with the procurement process.
- d) Prepares itinerary that includes details regarding dates, travelling times, maps / directions, addresses, phone numbers, e-mail addresses, parking and contact persons.
- e) Checks travel plans a few days prior to departure to ensure all is in order.
- f) Submits approved travelling claims for payment upon the Chairperson of the Board's / relevant Board Member's return for purposes of re-imbusement.
- g) Coordinates local travel arrangements for Board and Sub-Committee meetings including flights, venue hire, car hire, transfers, boarding passes, accommodation.
- h) Ensures that all technical requirements, such as microphones, projectors, screens and recordings are booked.
- i) Receipts all travel (car hire, venues, etc) on procurement system (Fraxion) or any other procurement system in use.

3. Business Administration Support

- a) Maintains an efficient filing system to facilitate the tracking and retrieval of documents, such as meeting packs, minutes, and resolutions for the Board and Sub-Committees.
- b) Maintains a database of Board Members' contact information, which is regularly updated to ensure accurate information.
- c) Keep a Board Director Register on file for audit purposes.
- d) Ensures the safe storage of classified and confidential documents.
- e) Ensures compliance with CIPC requirements for Director registration by performing the following tasks:
 - i) Determines all details about the company and its directors/members.
 - ii) Gathers all supporting documents required for registration
 - iii) Verifies that all supporting documentation is acceptable to CIPC.
 - iv) Sends the registration application and all supporting documentation to CIPC.
 - v) Monitors the application and ensures that it is processed successfully.
- f) Assists with the administration and setup of new Directors Induction sessions, as well as ensuring that all necessary documents are in place (ID copies, Declaration of Interest Form, Appointment Letters, and so on).
- g) Acts as the Governance and Company Secretariat department's primary administrative contact.
- h) Reconciles the Chairperson of the Board and Company Secretary's credit card statements on a monthly basis, ensuring that all invoices/receipts are obtained, the PO is completed, and the Chairperson of the Board, Company Secretary and CEO sign off is completed.
- i) Drafts CSA business correspondence as requested by the Chairperson of the Board and Company Secretary and sends correspondence on his/her behalf to relevant stakeholders.

- j) Arranges meetings for CSA business with individuals or stakeholders on behalf of the Chairperson of the Board and Company Secretary.
- k) Prepares monthly invoices for the Chairperson of the Board and submits them to HR for processing.

4. Budget Administration (Governance and Company Secretariat Department)

- a) Prepares specifications, requests to quote (RFQs), requests to purchase (RFPs), request to tender (RFTs) and input them in the procurement system.
- b) Prepares monthly payments and cashflow for the Governance and Company Secretariat Department and submit to finance timeously.
- c) Obtains costing information for the Governance and Company Secretariat Department, the Board of Directors and Sub-Committees events to assist Company Secretary in budgeting and forecasting.
- d) Captures the expected revenue/expenditure forecast onto system / spreadsheet in readiness for submission to Finance.
- e) Monitors spend during the year to prevent overspend on allocated budget.
- f) Checks provisions on a monthly basis to ensure correctness of allocations.
- g) Investigates anomalies and rectifies as directed by Company Secretary.
- h) Prepares annual budgets for Governance and Company Secretariat Department, Board of Directors, Members Council and all Committees including annual budget splits in cooperation with the Governance and Company Secretariat Department.
- i) Requests quotation from the Travel Department to inform travel arrangements in line with allocated budget.

5. Ad Hoc

- a) Performs such additional functions as may be instructed by the Line Manager from time to time.

Essential requirements pertaining to the candidate's qualifications and experience:

- a) A diploma in Office Administration / Advanced Certificate in Secretarial / Administration (NQF 6) or equivalent qualification.
- b) At least 5 years related working experience as a Committees Assistant / Personal Assistant / Secretary / Office Administrator.
- c) At least 5 years related experience in report writing and minutes taking.

In addition, the following competencies (skills and behavioural attributes) would be important:

- a) Procurement and Financial management systems (Fraxion and Pastel Evolution knowledge would be a distinct advantage).
- b) Computer literacy (Microsoft Suite).
- c) Advance Microsoft Office (MS Word, Excel, PowerPoint).
- d) Confidentiality.
- e) A secretarial or commercial work experience will be an advantage.
- f) Knowledge of office management systems and procedures.
- g) Ability to multi-task in a high volume, fast-paced work environment.
- h) Top secretarial skills.
- i) Good attitude and excellent interpersonal skills.
- j) Self-motivated with a high work ethic and able to solve problems.

- k) Excellent communication skills (verbal and written) including ability to communicate with people at all levels.

The role will report to the **Company Secretary**. The role requires the ability and willingness to travel, work long hours, over weekends and public holidays where necessary.

The successful candidate will be based at the CSA Head Office, 86 5th Street, Melrose Estate, Johannesburg. Qualifying candidates can apply to careers@cricket.co.za with a comprehensive CV, copy of SA ID, copies of qualifications and at least two contactable references.

All applications will be treated in strict confidence. Short listed candidates will undergo interviews and possible additional assessments.

In making the final selection, consideration will be given to the employment equity objectives of CSA. A performance agreement shall be entered into with the successful applicant. CSA reserves the right not to make an appointment.

The closing date for all applications is **22 October 2024**. Only shortlisted candidates will be contacted. Should you not receive a response to your application within 14 days after the closing date, please consider it as being unsuccessful.

CSA is an equal opportunity, affirmative employer. It is our intention to promote and broaden the diversity of our workforce ensuring South Africans of all races, gender, disability can be involved in the administration of cricket. The appointments are made in line with CSA's employment equity commitments.