



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**Vacancy: Committee Secretary x1**  
( Permanent ), Head Office

**OVERALL RESPONSIBILITY**

The **Committee Secretary** is responsible for ensuring and managing corporate governance within the Committees and PPRA in accordance with legislative prescribes and best practice. The incumbent in this role proactively manages the required stakeholder relations in order to ensure the effective functioning of the PPRA Board of Directors and its sub-committees.

**REQUIREMENTS**

- A Bachelor degree in Law or equivalent NQF 7 level/ degree in Business Administration or equivalent
- 4–5 years' experience in similar environment
- A working knowledge and understanding of the legislation governing the Property Practitioners
- Exceptional understanding of corporate governance frameworks, (e.g. King Report IV, extensive knowledge of Public Finance Management Act, National Treasury Regulations, Shareholders Compact, Companies Act)
- Report on Corporate Governance in South Africa, 2002 and the Protocol on Corporate Governance in the Public Sector, 2002)
- Expertise to translate the governance requirements on the Annual Performance Plan and Strategic Plan to achievable goals
- Good understanding of the Government structures and the relationships between Government (as a Shareholder) and the public entities
- Understanding of PPRA policies and procedures
- Communication, Interpersonal and Organising skills
- Working Knowledge of Legislation applicable to PPRA
- Legislative and Statutory expertise

**KEY RESPONSIBILITIES**

- Conduct project administration, record keeping and produce project related reports
- Communicate an annual schedule for all Internal Committee meetings aligned to all compliance imperatives
- Record minutes of meetings and prepare minutes for review by the Company Secretary
- Liaise with management to source information and / or action items to ensure sound information flow within the Sub Committees
- Ensure that minutes and agendas are distributed to recipients within set time requirements
- Quality assure the content of agendas, minutes of meetings and meeting packs to ensure accuracy and adherence to all set standards
- Ensure that meetings are in compliance with statutory governance and procedural requirements as set out in the different charters and mandates
- Record meeting resolutions in the Committee Resolutions register timeously and accurately
- To assist with the management of corporate governance issues

**REMUNERATION:**

R 580,120 ctc per annum

**TERM OF APPOINTMENT:**

Permanent

**HOW TO APPLY:**

- Applications must be submitted in writing and must contain the following: detailed CV, motivation for appointment,
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

**CLOSING DATE: 07 DECEMBER 2022**

Candidates should communicate their interest to the above positions by, 07 DECEMBER 2022 through e-mails to [vacancies@theppra.org.za](mailto:vacancies@theppra.org.za) (late responses will not be considered)

If no correspondence is received within two weeks of the closing date applicants must accept that their applications have been unsuccessful.