



science, technology
& innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA



COUNCIL SECRETARY

The **South African Council for Natural Scientific Professions (SACNASP)**, the regulatory authority for Natural Science professionals, is seeking a highly skilled and experienced **Council Secretary** to provide strategic governance and administrative support to the SACNASP Council and its Committees.

Reporting to the **Council and Chief Executive Officer (CEO)**, the Council Secretary will play a pivotal role in ensuring the effective functioning of governance structures, aligned with legislative requirements, good governance principles, and SACNASP's strategic objectives. This role involves managing governance frameworks, advising Council members on fiduciary duties, and ensuring compliance with the Natural Scientific Professions Act and other applicable legislation.

Key Responsibilities:

- Provide secretariat and governance support to the SACNASP Council and its Committees.
- Ensure alignment of Council and Committee agendas with SACNASP's strategic priorities.
- Prepare and maintain accurate records of minutes, resolutions, and corporate documents.
- Ensure the secure recording and archiving of minutes,
- Advise Council members on their legal duties, powers, and responsibilities.
- Ensure Council and Committees are aware of relevant legislative and regulatory developments.
- Coordinate the annual Council plan, performance evaluations, and training for Council and Committees.
- Ensure that decisions and resolutions taken by the Council are communicated to relevant stakeholders and monitor their implementation.
- Conduct quarterly reviews of meeting procedures and governance practices.
- Oversee compliance with statutory, regulatory, and governance frameworks.
- Support the development and review of governance-related policies, procedures, and risk management frameworks.
- Track changes in legislation and provide recommendations to management and Council.
- Interpret and apply the Delegation of Authority framework.

Minimum Requirements:

- Bachelor's degree in law (LLB), Public Management and Governance, Public Administration or any related qualification.
- 2-5 years' experience as a Council or Board or Company Secretary supporting councils, boards, or executive leadership in the public or private sector.
- Demonstrated knowledge in corporate Governance, Risk and Compliance, and public sector legislation.
- Experience in administering council or board functions, corporate governance, and risk management.

- Strong record keeping and document management skills.
- Proficiency in digital governance systems and board platforms.

Added Advantage:

- Postgraduate qualification in Corporate Governance or Chartered Governance Institute of Southern Africa (CGISA) certification.
- Registration as a chartered secretary with the Institute of Chartered Secretaries and Administrators.
- Experience within a regulatory, state-owned, or public-sector entity.
- Registration with a relevant professional body.
- Additional postgraduate qualifications.

Key Competencies:

- Strategic leadership and decision-making
- Strong stakeholder engagement and communication skills
- People management and team coordination
- Programme and project management
- Legal advisory and governance expertise
- Compliance and risk management
- Service delivery innovation and change management
- High ethical standards and professionalism

Other Requirements:

- Willingness to travel when required
- Availability to work extended hours, including overtime when necessary

Salary: Market-related

Job Type: Permanent

Commencement: ASAP

To apply for this position, please forward your comprehensive CV, certified copies of your qualifications and ID, cover letter detailing role suitability to hrapplications@sacnasp.org.za

Closing date: 28 July 2026

This position will comply with Employment Equity principles.
SACNASP reserves the right not to make an appointment.