



PERMANENT CONTRACT

The Engineering Council of South Africa (ECSA) is a statutory body charged with the mandate to regulate the engineering profession in accordance with the Engineering Profession Act 46 of 2000.

Position Summary: Council Secretary position has become available. This individual will be responsible to provide Council with guidance in their duties, responsibilities, powers and ensure their awareness and knowledge on all laws and regulations relevant to ECSA, including monitoring and advising them on business ethics, good governance, and the relevant international developments thereof; as well as to provide leadership and to ensure effective functioning of the Divisions, Council and the High Impact Committees in line with the applicable standards, policies and legislation.

The successful candidate will report to the resident of the Council with the dotted line to the Chief Executive Officer. The seniority and grading of the role will be determined during the recruitment process.

Responsibilities includes but not limited to:

- Identify, interpret and map strategic requirements for the Council Secretariat Division in line with the ECSA priorities and goals.
- Develop and implement operational plans for the Division and ensure that the goals and objectives work towards the strategic direction of the organization.
- Oversee the efficient and effective day-to-day operation of the Council Secretariat Division. Foster effective teamwork amongst the staff in the Division and manage performance thereof.
- Monitor compliance with relevant legislation, within the Council Secretariat Division.
- Identify opportunities for optimization and provide overall frameworks for development and continuous improvement.
- Plan for the Divisions future needs and operations in consultation with the CEO.
- Manage performance excellence within the Council Secretariat Division.
- Apply thought leadership and future-oriented thinking.

*Mr TC Madikane	Dr VT Hashe	Mr P Sekhoto	Mr ML Meder	Mr T Selebogo	Ms PF Sibiya	Ms P Mazibuko	Ms KC Maelane
**Ms M Madi	Prof PM Mashinini	Mr DL Cawdry	Ms S Sulliman	Prof D Lokhat	Mr J George	Dr PC Msomi	Dr S Kabane
Mr E Oswald	Ms SN Chamane	Ms ST Sishi	Prof K Ramdass	Ms S Mona	Mr BJ Motladiile	Mr MV Lupuwana	Ms K Majola
Ms V Mudau	Mr IS McKechnie	Prof E Kearsley	Mr L Monyatsi	Mr B Maluleka	Ms NS Gumedede	Dr ME Makgae	Ms N Koranteng
Ms SP Moketla	Ms SN Shoji	Dr N Gareeb	Ms ML Damane	Mr SJ Xawuka	Mr S Palackal	Mr GS Gcaba	Ms VN Ndlovu
Dr M Heyns	Mr Havenga	Mr S Mbadamana	Mr SC Khoza	Ms VP Nene	Mr MP Khathide	Dr PT Govender	

- Ensure that the proceedings of the Council and HICs meetings are properly recorded and minutes of meetings circulated to the Council in a timely manner and also ensure that minutes are recorded in accordance with the standard of practice and governance standards.
- Keep abreast with new developments/legislation pertaining to governance in regulatory environments.
- Provide strategic advisory services in relation to governance and secretariat services to the Council and Executive Management in relation to applicable legislative and other statutory requirements.
- Advise the Council collectively and individually of their rights and obligations in relations to matters of their fiduciary responsibilities the law (EPA), and good corporate governance standards.
- Prepare reports to Council and its Committees and any other forum in relation to any subject matter of governance and matters requiring Council /HICs' attention, from time to time.
- Develop Council Charter, Committee Terms of Reference and annual work plans and ensure that that they are kept up to date.
- Ensure that the annual corporate calendar is developed and aligned to regulatory and related ECSA activities.
- Provide Legal Advice on Legal matters, corporate governance matters impacting the organisation, Council and Committees processes, on conflicts of interest, meeting requirements, Council nomination and remuneration processes and provide advice accordingly.
- Regular liaison with third parties including auditors and CBE.
- Build and maintain sound stakeholder relationships.
- Develop a training program and ensure the proper induction, orientation, ongoing training and education of Council members, including assessing the specific training needs of Council members and executive management in their fiduciary and other governance responsibilities.
- Identify training requirements for inexperienced Council members and develop an annual training plan.
- Ensure that there is an ongoing programmer to keep Council members well informed of developments in the Division and in respect to matters relevant to their responsibilities.
- Develop the Council and Committee's performance evaluation framework and ensure facilitation of the performance evaluation framework in consultation with the President of the Council.
- Manage the Independent service providers and facilitate tabling of reports through relevant governance structures.
- Assist Council and Committees in compiling and monitoring Action Plans to respond to the identified issues and/or recommended remedial actions.
- Maintain the ECSA's statutory registers including minutes, Council and HICs resolutions registers, registers of disclosures of conflict of interests etc.

- Ensure that the Council decisions, resolutions, approvals and other communications are formally channelled to the appropriate members of staff and other stakeholders.
- As a custodian, ensure proper records and information management process related to Council and Committee records and related confidential documents; and ensure proper safekeeping of such records.
- Ensure compliance with the Organizational Governance Framework (OGF) and that the OGF is kept up to date
- Develop and ensure review of all governance-related policies and Standard Operating Procedures (SOPs) for the Council
- Compile, update and manage ECSA Corporate Policy Framework.
- Compile, management and maintain the ECSA Policy Register and ensure that it is kept up to date.
- Encourage Business Units to perform frequent policy reviews and to issue reminders in accordance with the policy review cycle.
- Draft and ensure implementation of Council Secretariat policies and procedures; review existing policies as and when necessary and recommend changes as appropriate.
- Perform frequent corporate governance reviews and to issue written statements of corporate governance principles and update the Council, EMCO and ECSA staff in that regard
- Facilitate the development of a values charter for ECSA.
- Develop processes to enable the integration of governance standards for effective and efficient management of policies and Identify areas for continuous process improvement.
- Develop the Delegations of Authority Framework ensure alignment with the Council Charter, Terms of Reference and all other strategic policies.
- Cascade the approved Delegation of Authority Framework and ensure effective roll-out and implementation of the Delegation of Authority Framework.
- Establish systems and processes to ensure compliance with applicable regulatory requirements.
- Develop checklists to ensure Corporate Governance compliance to appropriate legal requirements including the EPA.
- Communicate with other Division executives and external parties as appropriate.
- Obtain appropriate responses and feedback to specific items and matters arising from earlier meetings in council deliberations to ensure compliance with the requirements.
- Identify, assess, and inform EXCO team of internal and external corporate governance issues that affect the organization.
- Ensure council procedures are both followed and regularly reviewed.
- Provide guidance to council on what their responsibilities are under the rules and regulations to which they are subject and how these responsibilities should be fulfilled.
- Ensure the effective functioning of the council by providing strong support to the council.

- Develop and monitor corporate governance compliance checklist for ECSA. Ensure ECSA compliance with all statutory and regulatory requirements.
- Provide regular feedback to EXCO and Council (and its committee/s relevant to the work of the Division) with regards to the operations of the Division.
- Prepare and submit statistical/statutory reports as appropriate.
- Submit monthly performance reports to the CEO's Office. Collate annual performance report for ECSA to the Council on behalf of the CEO as appropriate Monitor and present Quarterly Review Reports and analysis against the performance plan and in relation to the work of the Division.
- Oversee the preparation of all or parts of the annual report and ensuring the statutory deadlines are met and the statutory and regulatory disclosures are validated
- Participate with the EMCO team in developing a vision and strategic plan to guide the organization.
- Manage a positive and constructive culture
- Set performance targets for subordinates and monitor achievement thereof.
- Manage capacity of subordinate/s through coaching, mentoring and identifying training opportunities for subordinates.
- Provide clear work expectations and discuss goals with subordinates.
- Create a conducive environment for the team's growth.
- Preparation of a comprehensive budget for the Division. Administer the funds of the Business Unit according to the approved budget and prepare and submit monthly management accounting reports.
- Monitor budget expenditure and take corrective action when necessary.
- Manage the acquisition and safeguarding of the division's assets, furniture and equipment
- Responsible for effective contract management for the division.

Qualifications and Requirements

- Postgraduate Degree/Master's in Corporate Governance, and/or Corporate Law qualification, (NQF 8) or equivalent
- Membership Certificate of the Chartered Governance Institute of Southern Africa (CGISA).
- Doctoral Degree/PhD will be an added advantage.
- Minimum of 15 years' experience in the corporate governance, Compliance and/company/board secretarial or similar role, 5 years in senior management.
- Experience in the regulatory/ professional council environment would be an added advantage.

Skills and Knowledge

- Knowledge of legal and regulatory requirements affecting corporate governance instruments and guidelines,
- Good understanding of leadership and management principles,

- Knowledge of Socio, political and economic issues that might affect ECSA, Knowledge of leadership and management principles,
- Knowledge of financial and risk management,
- Strong organizational skills and writing skills, attention to detail and ability to interpret and advice on the application of legislation,
- Advanced understanding of strategic management, strong work ethics and values,
- Proficiency in MS Office,
- Good communication skills,
- Excellent administrative & drafting skills, Change leadership,
- Negotiation skills, Strong analytical skills,
- Good interpersonal skills, High level of discretion and confidentiality,
- Excellent planning, co-ordination, Organizational and stakeholder awareness, ability to work under pressure,
- High level of professionalism,
- Time management.

Appropriately qualified and experienced individuals should submit a detailed CV and copies of educational qualifications to recruit@ecsa.co.za

Positions are filled in accordance with ECSA's Employment Equity Policy. PWD candidates are also encouraged to apply.

Should we not contact you within one month of the close of date of this advertisement, please consider your application unsuccessful.

Closing Date for applications: 29 October 2025



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Authorised by: Keolebogile Modise
Executive Corporate Support Services
16 October 2025