ECSA
ENGINEERING COUNCIL OF SOUTH AFRICA

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COUNCIL SECRETARY - 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.

ECSA VISION

An effective Regulator assuring Engineering Excellence.

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.

The successful candidate will report to the Governing Council, with a dotted-line reporting relationship to the Chief Executive Officer.

Key Responsibilities include, but are not limited to the following:

Ensure Governance & Advisory

- Provide strategic advisory services in relation to secretariat services, Advise Council (individually and collectively) on legal rights, obligations, and governance.
- Prepare and distribute key governance instruments (Council Charter, Terms of Reference, Delegations of Authority) and Maintain statutory registers (minutes, conflict-of-interest registers).

Council Support & Secretariat Management

- Convene Council/Committee meetings, prepare agendas, take minutes, and track decisions.
- Channel resolutions and approvals to relevant stakeholders.
- Facilitate induction, orientation, and training for Council members.
- Policy development, review, and implementation across the Secretariat division.

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

*President | ** Vice President | *** Chairpersons

Strategic & Operational Management

- Participate with the EXCO team in developing a vision and strategic plan to guide the organisation.
- Develop operational plans and manage day-to-day division operations.
- Oversee performance management, team leadership, and divisional budgeting.
- Prepare statutory and performance reports, including annual performance and quarterly review reports.
- Develop governance compliance checklists and ensure ECSA's adherence to regulatory requirements.
- Identify process improvement opportunities and drive governance reviews.
- Ensure compliance with the EPA and monitor internal audits and corrective actions.

Qualifications and Requirements

- LLM in Corporate Governance and/or Corporate Law (or equivalent).
- CGISA membership certificate required.
- Admitted attorney/advocate (advantageous).
- Minimum 15 years' experience in corporate governance/Compliance/Company Secretariat, with at least 5 years at Council/Board Secretary level.
- Regulatory or professional council environment experience is an added advantage.

Skills & Competencies

- Strong understanding of legal/regulatory governance frameworks.
- Excellent drafting, communication, analytical and organisational skills.
- Ability to work with discretion, under pressure, and with high professionalism.
- Proficiency in MS Office, stakeholder management, planning, and decision-making.
- Leadership skills: Change management, strategic thinking, performance management, mentorship, resource 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.

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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: 03 March 2026

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Authorised by: Ms Keolebogile Modise
Executive: Corporate Services
11 February 2026

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