

The NIHSS invites applications from suitably qualified candidates for the positions of Chief Executive Officer, Chief Financial Officer and a Company Secretary. Established on 5 December 2013, the NIHSS is an independent statutory body under the Higher Education Act (Act 101 of 1997). Its mandate is to advance and coordinate scholarship, research and ethical practice in the humanities and social sciences (HSS). The NIHSS was created to develop the institutional framework for an envisioned higher-education institute in HSS and to enhance and support the humanities and social sciences in South Africa and beyond, advising government and civil society on HSS-related matters. In line with its vision to contribute significantly to ensuring the excellence, integrity and dynamism of the Humanities and Social Sciences, the NIHSS drives innovation in HSS research and education through programmes such as doctoral schools, Catalytic Projects and the African Pathways initiative.

## NIHSS COMPANY SECRETARY

(Ref: NIHSS/CS/2025) • Salary: R1 266 714 per annum, CTC (SMS Level 13)

The Company Secretary will lead the Institute's governance function and serve as the principal advisor to the Board and CEO on corporate governance, ensuring that NIHSS adheres to PFMA requirements and King V™ principles. In this pivotal role, you will safeguard best-practice governance in support of NIHSS's mission to contribute to the excellence, integrity and dynamism of HSS scholarship. You will coordinate all Board and committee processes, manage statutory compliance, and provide high-level legal/governance guidance so that the Institute operates with integrity, accountability and transparency.

**Key Responsibilities:** The Company Secretary's duties will include advising and supporting the Board and CEO on governance and legal obligations, in line with PFMA, Company and King V best practices. Specific responsibilities include:

- Act as primary advisor to the Board and CEO on statutory, regulatory and governance matters (PFMA, Companies Act, Higher Education Act, King V™ etc), ensuring the Board and executive understand their fiduciary duties.
- Plan, convene and service all Board and sub-committee meetings. Prepare and distribute agendas, briefing packs and minutes; track and follow up on action items and resolutions.
- Ensure continuous board development through induction, training and provision of relevant governance materials.
- Develop, update and maintain corporate governance policies and charters (Board Charter, Code of Conduct, Delegations, etc.) consistent with King V™ and NIHSS values.
- Oversee maintenance of statutory registers and record-keeping (e.g. director register, governance documents).
- Manage all statutory compliance and reporting (e.g. reports to Parliament/Treasury, annual financial statements sign-off, Companies Act filings if applicable).
- Ensure timely submission of governance reports to oversight bodies and alignment with DHET/DPSA requirements.
- Prepare and submit regular corporate governance reports and disclosures to the Board, Minister/DHET and other stakeholders.
- Assist the Accounting Officer (CEO) in fulfilling reporting obligations.
- Serve as the liaison between the Board and the Accounting Officer (CEO), and between NIHSS and external stakeholders (auditors, regulators, sponsor department).
- Monitor and communicate changes in legislation or governance best practice.

**Minimum Educational and Experience Requirements:**

- An LLB or equivalent legal degree, or a post-graduate qualification in corporate governance or secretariat studies (e.g. CGISA chartered company secretary or governance professional) is required.
- Membership of a recognised professional body (e.g. Chartered Governance Institute of SA) is desirable.
- At least 8 years' relevant experience in corporate governance, with a minimum of 5 years at a senior or board-advisory level (e.g. Company Secretary or legal counsel supporting a Board).
- Experience working with Boards of Directors or governance committees in a public entity, state-owned enterprise or non-profit organisation is essential. (Experience in higher education, research or the humanities/social sciences sector is an advantage.)

- Demonstrated knowledge of South African public sector governance frameworks (PFMA, King V™, Public Service Regulations, National Treasury regulations, etc.).
- Strong understanding of corporate secretariat procedures and public-sector institutional governance.

**Core Competencies:**

- Corporate Governance Expertise
- Analytical and Strategic Thinking
- Communication Skills
- Project and Time Management
- Personal Attributes.

**Behavioural Attributes:**

- Unquestionable integrity, fairness and adherence to ethical standards.
- Commitment to public service values (transparency, accountability, social responsibility).
- Collaborative mindset and ability to work as part of a team.
- Adaptability and resilience in a dynamic environment.
- Attention to detail and thoroughness in following up on issues.

**Reporting Lines:** The Company Secretary will report functionally to the Chairperson of the Board and administratively to the Chief Executive Officer and will work closely with the Board, executive management and governance committees to fulfil your duties.

**Appointment Terms:** A competitive market-related remuneration package will be offered commensurate with the seniority of the role and the successful candidate's qualifications and experience. Fixed-term contract (five-year term, renewable subject to performance and funding). It includes standard benefits (pension, medical aid, leave) as per NIHSS regulations. The successful candidate will be required to enter into a performance agreement, and all appointments are subject to security vetting, qualification verification and other screening procedures. Head Office in Parktown, Johannesburg (Gauteng). Occasional travel within South Africa and abroad will be required. The Company Secretary reports directly to the Board as Accounting Authority of the institute.

## APPLICATION PROCESS

Submit a single PDF file containing a cover letter (motivating suitability for the role), detailed CV and certified copies of qualifications and ID to [recruitment@nihss.ac.za](mailto:recruitment@nihss.ac.za), with the subject line "Application: Name of the position you are applying for and the reference number".

Late or incomplete applications will not be considered. Shortlisted candidates will be required to submit certified documents and will undergo security clearance.

**Closing Date: 16 January 2026**

**Enquiries: Mr Petros Mashaba at 011 480 2336**

NIHSS is an equal opportunity employer and is committed to the principles of employment equity and transformation. Preference will be given to suitably qualified candidates from designated groups (including women and people with disabilities) in accordance with NIHSS's Employment Equity Plan and national equity targets.

Correspondence will be limited to shortlisted candidates. If you have not heard from us within eight weeks of the closing date, please accept that your application was unsuccessful.