

The NIHSS invites applications from suitably qualified candidates for the position of Committee Secretary (Two-year Fixed Term Contract). 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.

Committee Secretary: Company Secretary's Office.

(Ref: NIHSS/CSCS/2026) • Salary: R343 357 per annum, CTC (SMS Level 15)

Key Responsibilities: The duties of the Committee Secretary will include • To provide professional governance and secretariat support to the Company Secretary, ensuring effective administration of Board meetings, compliance with statutory and regulatory requirements. **COORDINATION OF BOARD MEETINGS AND SUB-COMMITTEES** • Prepares the agenda and supporting documentation for meetings. • Prepares the minutes and action lists of Board and Sub-Committees. • Plans the annual calendar for meetings. • Formulates meeting agenda with various Chairpersons to ensure consistency of format and coverage of all aspects. • Ensures packs for meetings are prepared and distributed timeously to enable informed decision making. • Ensures attendance at meetings is recorded. • Ensures all logistic arrangements for meetings are properly executed. • Records minutes and ensures effective administration of meetings. • Prepares draft minutes and circulates to attendees for validation and timely execution of decisions and requests for information. • Assist with the tracking and the execution of Board and Sub-Committee resolutions. • Manages travel and logistics of the Board and Board members. • Liaises with members on general secretariat queries and facilitates signature of round-robin resolutions. **Minimum Educational and Experience Requirements** • Law (LLB), or NQF level 6 in Corporate Governance or equivalent and related. • 3 -5 year(s) of relevant experience working within a committee secretariat space, administrative, compliance/regulatory and governance support to Boards and Board Committees. • Experience in secretariat support in a governance environment. • Experience working with Boards of Directors or Governance Committees in a Public Entity, State-Owned Enterprise 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 knowledge • 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 Committee Secretary in the Company Secretary's office will report to the to the Company Secretary and work very closely with the Office Manager in the office of the CEO. **Appointment Terms** • Fixed-term contract (two-year term). • 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). • The Administrator will report directly to the Company Secretary and working very closely with the Office Manager in the office of the CEO.

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, with the subject line **"Committee Secretary: Company Secretary's Office (Ref: NIHSS/CSCS/2026)"**.

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

Closing Date: 07 August 2026

Enquiries: 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. The NIHSS reserves the right to proceed with any appointment.