

# INSPIRING EXCELLENCE. MAKING A WORLD OF DIFFERENCE

*St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School in the Waterberg Mountains, and the Thandulwazi Maths & Science Academy on our Campus. As a College we are intent on Inspiring Excellence and Making a World of Difference.*

## Compliance Officer | Council & Trust Secretary Rector's Office

**We herewith invite applications from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this challenging position which is available immediately.**

### **Key purpose of the position:**

To act as Council and Trust Secretary and to assist the Rector in advancing the College's intent and purpose. To represent the Rector and to ensure positive relations and to advance synergy between the Rector's Office and key College's stakeholders

### **The requirements for this position are:**

- A Bachelor's degree or equivalent tertiary qualification coupled with at least 7 years' experience in a similar position
- Experience of overseeing governance requirements and procedures
- Good understanding of Law, with particular exposure to Trust documents and service contracts
- Experience of co-ordinating diverse projects, from conception to completion
- Experience in taking minutes at executive and governance levels
- Experience in drafting reports that are analytical, informed and capable of supporting strategic decisions
- Good interpersonal skills and the ability to interact with a variety of stakeholders
- Excellent command of English (verbal and written)
- Exceptional planning and organisational skills, with attention to detail
- A confident individual that is hands on, responsible and able to work under pressure
- Demonstrated ability to prioritise, take initiative and work independently
- High levels of integrity and confidentiality
- Flexibility to work outside of normal office hours when required
- Advanced computer literacy, especially using Microsoft Office
- Promoting the values, Christian ethos and mission of the College, as well as participating in the broader life of St Stithians College

### **Responsibilities include but are not limited to:**

- Committee Secretary/Governance
- Secretarial support
- Project management
- Representation on Campus Committees
- Stakeholder management
- Secretary of the St Stithians College Endowment Fund Trust, the College Council and Council Committees
- Oversee all areas of compliance on behalf of the Rector including governance, risk and policy management
- Attend to all contracts of service and Trust documents
- Assisting the Rector through co-ordinating and leading campus-wide projects

**The package offered is commensurate with a similar role within the independent schooling environment and includes generous leave benefits, pension fund, death and disability cover, individualise professional development opportunities and a range of other benefits and services available to staff.**

***St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives.***

*The College reserves the right not to proceed with this post.*

**To apply please forward your CV to Frances Piers on email: [frances@pharosrecruitment.co.za](mailto:frances@pharosrecruitment.co.za) by 18 June 2021.**

*Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. **Only short-listed candidates will be contacted***