

DATE ADVERTISED: 10 DECEMBER 2025



VACANCY

**ADMINISTRATOR: GOVERNANCE AND BOARD SUPPORT
HEAD OFFICE (EAST LONDON)**

GRADE 12: R489 600 - R695 800 (TOTAL COST TO COMPANY)

The incumbent will play a vital role in ensuring the smooth operation of the organisation's governance framework. The incumbent will coordinate and support board and committee meetings by managing schedules, preparing agendas and papers, taking accurate minutes, and tracking actions. The incumbent will maintain statutory and governance records, including registers of interests, gifts, and delegated authorities, ensuring compliance with legal, regulatory, and internal governance requirements.

The role also involves preparing and submitting filings and reports to regulators and auditors, supporting the implementation of governance policies and frameworks, and maintaining secure digital and physical records. Working closely with the Company Secretary the incumbent will help plan annual meeting cycles, manage compliance calendars, and streamline administrative processes.

Minimum Requirements:

- A National Diploma in corporate governance or law, is required.
- A minimum of three years working experience in Governance and Board Support administration.
- Experience in development finance institutions, lending environment or is desirable
- An understanding of the public sector will be advantageous.

The incumbent shall be responsible for providing corporate governance administrative support to the Company Secretary as well as office administration. The incumbent will serve as an administrative point of contact between the Company Secretary and the internal/external stakeholders specifically the Board and Board Committees. The role will also entail general office management, travel management, coordination of meetings (including assisting with Agendas, Minutes, Action Areas and relevant documentation), assisting with functions and events, and facilitating correspondence with ECDC executive management to ensure smooth operation of the unit and timely submission of Board documents. The incumbent will be required to create and maintain a professional image for the office of the Company Secretariat and assist where required to ensure effective and efficient execution of governance related administrative support.

This is a permanent position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.

Please send your detailed CV and certified copies of qualifications to:

The Human Resources Department
Tel: (043) 704 5783
Email: humanresources@ecdc.co.za
Closing date: 17 December 2025