

<b>JOB TITLE</b>	:	<b>INTERN COSEC</b>
<b>REPORTS TO</b>	:	<b>COMPANY SECRETARY</b>
<b>BUSINESS UNIT</b>	:	<b>COMPANY SECRETARIAT</b>
<b>LOCATION</b>	:	<b>HEAD OFFICE: PRETORIA</b>
<b>POSITION STATUS</b>	:	<b>INTERNSHIP</b>
<b>POSITION GRADE</b>	:	<b>N/A</b>

## Purpose of the Job

The internship also serves as a developmental opportunity to provide practical exposure to corporate governance, board administration, and regulatory compliance within a banking and state-owned entity environment. Through this role, the intern will gain hands-on experience in governance practices, board processes, and stakeholder coordination while supporting the Secretariat in maintaining high standards of governance, accountability, and organisational effectiveness.

## Job Responsibilities

- **Board and Committee Administration**
  - Provide administrative and coordination support to the Company Secretariat in the planning and facilitation of Board and Committee meetings.
  - Assist with the preparation of meeting packs, agendas, and supporting documentation in line with the approved governance calendar.
  - Support the logistical arrangements for meetings to ensure the effective functioning of the Board and its Committees.
- **Governance Documentation and Record Management**
  - Assist in maintaining accurate and organised governance records, including Board and Committee minutes, resolutions, attendance registers, and statutory documentation.
  - Support the proper filing and archiving of governance records to ensure compliance with organisational policies and statutory record-keeping requirements.
- **Compliance and Governance Support**
  - Provide support in ensuring that governance processes comply with applicable legislative and regulatory requirements,
  - Assist with monitoring governance deadlines and ensuring that required documentation is prepared and submitted on time.
- **Meeting Preparation and Follow-up**
  - Assist with the preparation of meeting documentation, including templates, action trackers, and matters arising schedules.
  - Support the follow-up on Board and Committee resolutions by tracking action items and coordinating inputs from relevant stakeholders.
- **Governance Research and Reporting**
  - Conduct governance and regulatory research to support the work of the Company Secretariat.
  - Assist with the preparation of governance reports, briefing notes, and presentations required for Board and Committee engagements
- **Administrative and Secretariat Support**
  - Provide general administrative support to the Company Secretariat, including document preparation, coordination of governance correspondence, and assisting with the management of the Board calendar.
- **Learning and Professional Development**
  - Actively participate in learning and development activities to build knowledge of corporate governance, board processes, and regulatory compliance. Gain practical exposure to governance practices within the banking and state-owned entity environment

## Qualifications and Experience

- Bachelor of Laws (LLB),
- Bachelor of Commerce in Law (BCom Law);
- Bachelor of Commerce in Compliance and Risk Management; Bachelor of Commerce in Business Administration;
- Bachelor of Public Administration; Chartered Governance Practitioner Qualification (CGISA) - NQF 7
- Chartered Governance Practitioner Qualification (CGISA) - NQF 7 (Ideal)
- No prior formal work experience is required.
- Exposure in corporate governance, company secretarial support, legal administration, or

- Compliance environments will be advantageous
- Candidates who have demonstrated administrative, research, or governance-related responsibilities during their studies may also be considered
- Any internship, academic project, or practical training related to corporate governance, board administration, legal research, or regulatory compliance will be considered beneficial

#### Knowledge and understanding of:

- Basic understanding of corporate governance principles and board processes
- Knowledge of governance frameworks such as the Companies Act and King IV (advantageous)
- Basic understanding of statutory record keeping and governance documentation
- Awareness of governance structures such as boards and committees
- Basic knowledge of regulatory and compliance environments (advantageous)
- General understanding of organizational governance structures
- Understanding of document management and record-keeping practices

#### Skills and Attributes

Strong written and verbal communication skills, Administrative and organisational skills, Attention to detail and accuracy in document preparation, Research and information analysis skills, Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), Coordination and meeting administration skills, Time management and ability to meet deadlines.

High level of integrity and confidentiality, Professionalism and ethical conduct, Accountability and reliability, Willingness to learn and develop professionally, Ability to work collaboratively with stakeholders, Initiative and proactive approach to work, Adaptability and ability to work under pressure.

#### How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [postbankgraduateinternships@postbank.co.za](mailto:postbankgraduateinternships@postbank.co.za). Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

#### Closing Date

**30 March 2026**

#### Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.