

Advert
Administrator: Board Secretariat

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Head Office | Operations | Fixed-term or Permanent

Do you have exceptional organisational skills and enjoy working in a professional governance environment?

POLMED is looking for a highly organised **Administrator: Board Secretariat** to provide confidential administrative and secretariat support to the Board of Trustees, Board Committees and Executive Management. This role plays a key part in ensuring the efficient administration of governance processes and Board operations

What you will be responsible for:

- Coordinate administrative activities supporting Board and governance processes.
- Arrange Board and Committee meetings, venues, travel and logistics.
- Prepare Board packs and meeting documentation.
- Record accurate minutes and maintain governance records.
- Maintain confidential electronic and manual filing systems.
- Coordinate Board correspondence and manage governance documentation.
- Support Annual General Meetings, workshops and statutory meetings.
- Maintain governance registers, declarations and Board records.
- Ensure compliance with governance policies and corporate procedures.
- Provide professional administrative support to the Scheme Secretariat function.
- Contribute to a high-performance corporate culture that promotes ethical practices and encourages individual integrity, accountability, and social responsibility.

What you will bring:

- National Diploma (NQF Level 6) or Degree (NQF Level 7) in Legal, Administration, Management, Corporate Governance or a related qualification.
- At least five (5) years' experience in a Board Secretariat environment.
- Advanced Microsoft Office proficiency.
- Experience in minute taking, records management and governance administration.

You will thrive in this role if you:

- Excellent planning and organisational skills.
- Strong communication and interpersonal skills.
- High levels of confidentiality and integrity.
- Exceptional attention to detail and accuracy.
- The ability to work under pressure and manage multiple priorities.
- Customer-focused with sound governance awareness.
- Strong administrative and document management capability
- A proactive, ethical and customer-focused approach Live POLMED's values of **Care, Respond, Collaborate, Respect, and Integrity**

How to apply:

If you are ready to take on this role, please send your CV to hr@polmed.co.za:

In the **body of your email**, please clearly state your **current notice period**.

The **subject line** must strictly read: **Application for Coordinator: Scheme Secretariat**.

Please note: **Applications that do not meet the above requirements will not be considered for shortlisting.**

If you do not hear from us within 21 days, please consider your application unsuccessful on this occasion.

Closing date: 6 August 2026