

JOB ADVERT

Governance & Group Secretary Intern

REPORTING TO:

Group Company Secretary

JOB LOCATION:

Rosebank, Johannesburg

EMPLOYMENT STATUS:

Internship (12 Months – Fixed Term Contract)

START DATE:

01 July 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The Governance & Group Secretariat Intern will provide administrative and coordination support to the Group Company Secretary and the Governance Administrative Assistant. The role is designed to provide practical exposure to corporate governance, board administration, and group secretariat functions within a dynamic group structure.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:

Governance & Meeting Support

- Assist with preparation and coordination of board and committee meetings.
- Support the compilation and formatting of board and committee packs.
- Assist with circulation of meeting documentation to directors and stakeholders.
- Help maintain meeting registers (attendance, declarations of interest, resolution registers).
- Ensure governance documents are properly scanned, saved, and filed.
- Update action item trackers and meeting schedules.

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

Board & Committee Administration

- Assist in maintaining statutory and governance records under supervision.
- Support updates to governance documentation following meetings.
- Maintain electronic and manual filing systems for board documentation.
- Assist with tracking resolutions and ensuring proper filing of signed documents.
- Liaise with internal departments to obtain reports and supporting documentation for meetings.

Trust & Corporate Records Support

- Assist with maintaining trustee and beneficiary registers.
- Support onboarding documentation processes (ID copies, proof of address, FICA/KYC records).
- Track document expiry dates and follow up where required.
- Assist with preparation of standard notices and governance communications.

Diary & Administrative Support

- Assist with scheduling meetings and managing governance calendars.
- Coordinate meeting invitations and confirm attendance.
- Support logistical arrangements for meetings (venue bookings, virtual links, catering where required).
- Provide general administrative support to the Group Company Secretary and Governance Administrative Assistant.
- Draft and format correspondence, reports, and internal communications as required.

Compliance & Confidentiality

- Handle sensitive and confidential information with discretion and professionalism.
- Ensure compliance with internal governance procedures and document control standards.
- Support adherence to corporate governance best practices.

KNOWLEDGE & COMPETENCIES

Education

- Grade 12 (Matric)
- Diploma or Degree (completed or in progress) in Corporate Governance, Law, Public Administration, Business Administration, Office Management Or related field

Experience

- No prior professional experience required.
- Have never held a full-time position before and preferably have not participated on a learnership or internship before.

Key Skills and Competencies

- Strong written and verbal communication skills
- High level of attention to detail
- Strong organisational and time management skills
- Professional and discreet
- Willingness to learn and take initiative
- Ability to work with senior stakeholders in a professional manner
- Computer literacy (MS Office – Word, Excel, Outlook, PowerPoint)

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 14 May 2026