



JOB TITLE: Governance Support Officer

DEPARTMENT: Secretariat's Office

REPORTS TO: Chief of Staff

DATE CREATED: November 2016

PURPOSE OF THE ROLE

The Governance Support Officer is a key role in the functioning of the organisation's governance structures. As a democratic movement, executive decisions are made by a National Council and a Secretariat. These key decisions govern the political direction that the movement takes, and the events and activities the staff and membership engage in.

This is an entry level role which supports the governance structures in their day-to-day functioning. The Governance Support Officer will work closely with the Chief of Staff to drive the activities of the Secretariat's Office and provide administrative, liaison, event organising, research and writing support to the General Secretary and Deputy General Secretary in the conduct of their duties.

KEY RESPONSIBILITIES

Administrative Support (50%)

- Running the Secretariat's Office Diary System
- Keeping up to date records of the organisation and department's activities
- Handling various internal and external enquiries
- Supporting the department's administrative and logistical needs
- Taking and distribution of minutes of meetings and facilitating the implementation of resolutions
- Assisting the membership officer

Equal Education National Council Liaison (20%)

- Facilitating a link between the governance structures and the membership
- Relationship building with the elected representatives of the organisation
- Effective communication of governance activities
- Ensure that the governance structures comply with its constitutional requirements
- Providing political advice to the Secretariat's Office

Governance-related Event Organising (20%)

- Organising events and meetings related to governance activities
- Assisting in the organisation of the movement's major events or campaigns such as congress, summits, special events etc.

Research & Writing (10%)

- Reading, summarising and disseminating complex information for the Secretariat's office
- Providing research support for the department
- Writing of reports and speeches as they might arise

CORE CAPABILITIES

Core capabilities are linked to our organisational values and are common to all roles at Equal Education.

- Active role model
- A strong commitment to democracy, equality, social justice and human rights
- A strong commitment to building communities
- Vested interest in the development of this country through its youth
- A commitment to strengthening the education system in South Africa and to investing time and energy to break the inequality that youth face every day.
- Understanding of politics, law, government policy and civil society.
- Experience in planning, coordinating and evaluating activities, projects and informal educational programmes is highly favourable.
- Professional experience working with youth, as well as education and training programmes is favourable.
- Excellent interpersonal skills and demonstrated ability to lead and mentor
- Ability to take initiative, apply oneself, work independently and think laterally
- Attention to detail and engagement with the content of one's work is vital
- Professionalism and eagerness to learn
- High work ethic and standards
- Independent and ability to work under pressure
- Excellent English written and spoken communication skills
- Additional language skills are highly valued
- Fully computer literate

QUALIFICATIONS, SKILLS, COMPETENCIES

- ✓ Tertiary qualification in Social Sciences, Law or Economics or related
- ✓ Majors in Politics, Education, Economics, Law or Public Policy are highly favourable
- ✓ At minimum some part-time work experience/internship