

JOB SPECIFICATION
SECRETARIAT & GOVERNANCE ADMINISTRATOR

South African Medical Technology Industry Association (SAMED)

Position Title

Secretariat & Governance Administrator

Reporting To

Executive Officer/Operations and Compliance Officer

Location

Johannesburg, Gauteng, South Africa

Employment Type

Full-Time

Role Purpose

The Secretariat will play a central operational role within the South African Medical Technology Industry Association (SAMED), supporting the organisation's mandate to represent the South African MedTech industry with distinction.

This role is responsible for ensuring the efficient administration, governance coordination, financial administration, member engagement, and operational support of the association. The incumbent will serve as the administrative backbone of the Secretariat, ensuring that governance processes, Board and ExCo administration, member and stakeholder engagement, financial coordination, and organisational operations are executed professionally, ethically, and with a high level of attention to detail.

The role requires a highly organised, governance-oriented professional with strong administrative capability, financial discipline, and the ability to engage professionally with members, regulators, suppliers, service providers, and senior industry stakeholders.

1. Secretariat & Governance Administration

- Coordinate all EO, Board, ExCo, committee, and member meeting logistics.
- Prepare governance calendars and annual meeting schedules.
- Compile, format, and distribute Board packs, ExCo packs, committee packs, and supporting governance documentation.

- Record accurate and professional meeting minutes for Board, ExCo, committee, and member meetings.
- Track resolutions, actions, and governance deliverables to completion.
- Maintain governance registers, resolutions, attendance records, and statutory documentation.
- Ensure governance processes align with King IV principles and applicable governance standards.
- Maintain confidential records and governance archives.

2. Member Engagement & Stakeholder Coordination

- Serve as a professional first point of contact for SAMED members and external stakeholders.
- Support committee coordination and member participation initiatives.
- Maintain and update the member database and contact records.
- Assist with member onboarding and membership administration.
- Support the organisation of industry forums, webinars, conferences, and stakeholder engagements.
- Liaise professionally with government departments, regulatory authorities, healthcare stakeholders, and member companies.

3. Financial Administration & Bookkeeping

- Perform basic bookkeeping and financial administration functions.
- Capture supplier invoices and maintain financial records.
- Coordinate payments and supplier reconciliations.
- Support monthly accounting submissions to external accountants.
- Assist with audit preparation and financial documentation.
- Support annual budgeting and expenditure tracking.
- Coordinate with external accountants, auditors, payroll providers, landlord and relevant service providers e.g. IT service provider.
- Ensure insurance contracts in place and updated.

4. Payroll & HR Administration

- Coordinate monthly payroll administration with external payroll providers/accountants.
- Maintain payroll records, leave records, and employee documentation.
- Support onboarding and offboarding administration.
- Assist with compliance documentation and employee records management.

5. Operational & Office Administration

- Coordinate day-to-day Secretariat operations.
- Manage office administration, IT requirements, procurement, and supplier coordination.
- Maintain organisational filing systems and records management processes.
- Support website updates, communication coordination, and event administration.
- Ensure professional document formatting and organisational correspondence.

Minimum Requirements

Qualifications

- Diploma or Degree in Business Administration, Governance, Finance, Office Administration, Corporate Services, Law, Accounting, or related field.

Experience

- Minimum 5 years' experience in executive administration, governance administration, office management, or financial administration.
- Experience supporting Boards and Executive Committees is essential.
- Experience in healthcare, MedTech, industry associations, or regulated environments will be advantageous.
- Experience working with accountants, auditors, and payroll providers preferred.

Key Competencies

- Strong governance discipline and organisational capability.
- Excellent minute-taking and documentation skills.
- Strong attention to detail and confidentiality.
- Professional stakeholder engagement capability.
- Advanced Microsoft Office capability, including Word, Excel, PowerPoint, and Outlook.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities simultaneously.

Personal Attributes

- Professional maturity and discretion
- High ethical standards
- Strong organisational capability
- Ability to work independently
- Collaborative and stakeholder-centric mindset
- Commitment to professional governance standards

Strategic Importance of the Role

This role is critical in enabling SAMED to operate as a credible, well-governed, member-focused industry association that supports the advancement of ethical and sustainable MedTech in South Africa.

The Secretariat will play a key enabling role in supporting member engagement, governance execution discipline, stakeholder coordination, financial administration integrity, and operational continuity across the organisation.

Salary range: To be discussed if shortlisted.

How to apply

Submit your **CV, recent payslip and a motivational letter** to ntombikayise@samed.org.za with the subject line: **SAMED Secretariat Application - [Your Name]**

Applications close: **30 May 2026**