

Professional Minute Taker

Remuneration:	negotiable
Location:	Cape Town, Cape Town CBD
Remote work:	Some remote work allowed
Education level:	Degree
Job level:	Management (Snr - Executive, 5+ yrs)
Own transport required:	Yes
Travel requirement:	Occasional
Type:	Contract
Reference:	#MTHSFSA1
Company:	Heart and Stroke Foundation South Africa

The Heart and Stroke Foundation South Africa requires a professional minute taker with at least five years' experience in managing high level meetings at a corporate, SOE, or NPC level. This post is primarily for board meetings, the annual general meeting and other relevant meetings. You will report directly to the CEO of the foundation.

This is not a full-time position but attendance at the board meetings, the annual general meeting and other high-level meetings are compulsory as and when required. Minutes need to be transcribed from recordings when applicable and high ethical and professional standards are a must. Notes will be written in English and, therefore, proficiency in the English language is compulsory. The ability to pay attention to detail is also a requirement.

Own laptop and stable internet is compulsory.

Certified copied of all documents (including SA ID/permanent residence) is required. A police clearance certificate is also required.

Required:

- Excellent and proficient use of MS Word and Google
- Excellent and proficient knowledge of the English language both written and verbal is compulsory
- At least five years' experience in listed or private companies, SOEs, NPOs
- Proven ability for drafting minutes for a variety of meetings
- Prior experience in the health care, educational or financial sectors will be an advantage
- Ability to work on strict deadlines
- Reliability, strong work ethic and good communication skills are important
- Excessive reliance on AI tools will not be a preference

Company Description

The Foundation is a registered, national, non-profit in existence for 44 years.

Posted on 29 Apr 08:17, Closing date 30 May

Apply by email

Prof Pamela Naidoo

pamela.naidoo@heartfoundation.co.za

Or apply with your Biz CV

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

A small red rectangular button with the word "Apply" in white text.

For more, visit: <https://www.bizcommunity.com>