

# Professional Minute Taker

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

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

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