



**Chartered
Governance
Institute of
Southern Africa**

The Chartered Governance Institute of Southern Africa Vacancy: Training Manager

Type of position: Permanent
Location: Killarney, Johannesburg
Remuneration: R650 000 CTC plus discretionary 13th cheque

Requirements:

- A minimum of the CGISA qualification, LLB, B Com (hons), B Ed (hons), MBA or similar degree.
- Experience in training or lecturing would be advantageous.
- Knowledge of corporate governance would be advantageous.

Responsibilities:

- Develop training programmes for members, students and the public.
- Find suitable training presenters for webinars, seminars and full day workshops.
- Research key topics for webinars, seminars and full day workshops.
- Develop a database of potential presenters.
- Attend to the effective evaluation of trainers.
- Arrange training courses on topics related to company secretaryship, corporate governance, law and accounting.
- Approach organisations for the purposes of offering them in-house training tailored to the requirements of the organisation, especially public sector organisations.
- Maintaining the Chartered Governance Placements database of members, students and graduates seeking employment opportunities.
- Interviewing and screening members, students and graduates on behalf of prospective employers.

- Maintain an up-to-date knowledge of all CGISA systems, products and services in order to provide an exceptional training experience.
- Administer the training reports of staff for Fasset.
- Serve on various committees with a view to adding valuable input where applicable.

Skills and Attributes:

- Excellent command of the English language – verbal and written
- Attention to detail is essential
- Good people skills
- Ability to be a team player
- Ability to communicate at all levels with tact and diplomacy
- Ability to use own initiative and work independently
- Ability to perform under stress
- High level of confidentiality
- High level of work ethic and integrity
- Strong service ethic

For further information on the CGISA, please log onto the website www.chartgov.co.za

To apply for the position, please email a covering letter and CV with three contactable references to reception@chartgov.co.za.

The deadline for submission is **4 January 2026**.

Please quote reference “Training Manager” in the subject line of your application.