

CHARTERED SECRETARIES  
SOUTHERN AFRICA



CIS

ICSA  
INTERNATIONAL

## SALARY SURVEY

CHARTERED SECRETARIES SOUTHERN AFRICA



# Salary Survey

## INDEX

	<b>Page</b>
<b>Foreword</b>	<b>1</b>
<b>Executive Summary</b>	<b>2</b>
<b>Introduction</b>	<b>6</b>
<b>Chapter 1: Survey Profile</b>	<b>8</b>
1.1 Summary of Respondents	
1.2 South African Demographics	
<b>Chapter 2: General Staff Remuneration Profiles</b>	<b>10</b>
2.1 Owner and Top Executive	
2.2 Legal Services	
2.3 Accounting and Financial Services	
2.4 Group Secretariat	
2.5 Company Secretariat and Administrator	
<b>Chapter 3: Average Annual Base Salary Industry Structure</b>	<b>19</b>
3.1 Salaries by Race and Gender	
3.2 Salaries by Age and Gender	
3.3 Salaries by Occupation Level and Years Experience	
3.4 Salaries by Job Title	
3.5 Salaries - Reasons for next increase by Job Title	
<b>Chapter 4: Benefits and Allowances</b>	<b>24</b>
<b>Chapter 5: Qualifications</b>	<b>27</b>
5.1 Qualification Levels	
5.2 Occupation Level by Qualification	
5.3 Experience by Occupational Level	
<b>Chapter 6: Job Titles</b>	<b>30</b>
6.1 Job Title by Industry	
6.2 Occupational Level by Job Title	
6.3 Job Title by Gender	
6.4 Job Title by Race Profile	
6.5 Age Profile by Job Title	

<b>Chapter 7: Professional Bodies and Associations</b>	<b>Page 36</b>
7.1 Overview of Professional Bodies and Associations	
7.2 Chartered Secretaries Southern Africa Membership	
7.2.1 Membership by Job Title	
7.2.2 Membership by Race and Occupational Level	
7.2.3 Membership by Age and Occupational Level	
7.2.4 Membership by Gender and Occupational Level	
<b>Chapter 8: Job Location by Industry</b>	<b>40</b>
<b>Chapter 9: Employer Entities</b>	<b>41</b>
9.1 Type of Employer Entities and Public Company Listings	
9.2 Qualifications in Public Companies, Private Companies and the Public Sector	
<b>Chapter 10: Preferred Reading/Reference Materials</b>	<b>43</b>
10.1 Reading/Reference Materials by Occupational Level	
10.2 Reading/Reference Materials – Top 10 Daily Newspapers	
10.3 Reading/ Reference Materials – Top Journals & Magazines	
<b>Chapter 11: Southern African Countries</b>	<b>45</b>
<b>Chapter 12: Conclusion</b>	<b>48</b>
<b>References</b>	<b>49</b>
<b>List of Tables</b>	<b>50</b>
<b>List of Figures</b>	<b>50</b>
<b>List of Acronyms</b>	<b>51</b>

*All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without the prior permission in writing by Chartered Secretaries Southern Africa.*

## FOREWORD



It gives me great pleasure to write the foreword for the salary survey. “What do you earn?” is probably a question most of us would like to ask but do not as it would often be inappropriate. How then does one find out information on salaries? How does one benchmark oneself against colleagues in the same sector? The Chartered Secretaries salary survey answers these and many more questions.

This salary survey is based on a population of 713 respondents. The results of the survey are therefore statistically reliable. This provides a useful understanding of the corporate governance sector which includes group and company secretariat, accounting and financial services, legal services, and owners and executives. The salary survey does an indepth analysis of these groups according to geographical location, age, gender, race and qualification. The last chapter analyses the sector in other Southern African countries. This publication of 51 pages is packed with useful information for anyone interested in this sector.

This publication is a fitting close to our centenary year. I would like to thank our appointments register, Shirley Braham (FCIS) and Cathy Loupis (FCIS), for putting this wonderful salary survey together. They were ably assisted by Carol Ras who provided technical expertise.

**Stephen Sadie**  
**Chief Executive Officer**  
**(MBA, M. Ed)**

14 December 2009