

1. Position description and grading

Company Secretary (P5)

2. Department and section

Office of the CEO

3. Job requirements:

3.1.1 Qualifications

- ✦ Four years' legal degree is essential
- ✦ Admitted attorney
- ✦ Certification of the Institute for chartered secretaries is an added advantage

3.1.2 Experience

- ✦ Three years' commercial and litigation experience ✦ At least two years' experience as a company secretary
- ✦ Experience of implementing strategy, plans, programmes and procedures ✦ Communicating and influencing at Board level

3.1.3 Functional Competencies

- ✦ A track record of preparing high quality, influential legal and policy advice for both expert and non-expert audiences
- ✦ Experience of developing, implementing and delivering significant legal and policy research projects
- ✦ Knowledge of relevant legislation (e.g. PFMA and Treasury Regulations), compliance and corporate governance requirements (including King Codes of Good Practice)

3.1.4 Behavioural Competencies

- ✦ Initiative and responsibility
- ✦ Relations and networking
- ✦ Influence
- ✦ Effective communication (verbal and written)
- ✦ Professional and technical expertise
- ✦ Analysis and judgment / problem solving
- ✦ Systematic approach (planning and organising)
- ✦ Steadiness (emotional maturity)

3.2. Purpose of the Job

To provide comprehensive company secretariat and legal services - providing information on board best practices and tailoring the board's governance framework to fit the needs of the organisation, as well as providing advice on matters of laws and regulations.

3.3. a) Role Outputs (Key Performance Areas)

Company Secretary:

- ✦ Board and Exco administration service - meeting management / Annual calendar and scheduling / Meeting pack distribution / Circulation of Minutes / Circulation of Resolutions and Action Lists for Implementation
- ✦ Board governance and capacity building - training / induction / charters / terms of reference / advisory to Board regarding their role
- ✦ Manage compliance to laws and regulations
- ✦ Maintain all statutory documentation in relations to the Board and as well as for the EXCO.

Legal:

- ✦ Legal advice
- ✦ Drafting and negotiating legal documents and contracts incl. SLA's and PAD's
- ✦ Legal mitigation / risk management
- ✦ Ensuring compliance with industry specific regulations
- ✦ Budget management (company secretary and legal)
- ✦ Contract and manage service delivery of external legal advisors

Other:

- ✦ Contribution to operational management structures / forums as and when required
- ✦ Committee member or committee chair
- ✦ Support to National Treasury / internal and external audit
- ✦ Administrative procurement support

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Closing date for the application is the **2 August 2022** at 16:00.