

# VACANCY ADVERT



## COMPANY SECRETARY

### JOB PURPOSE

Reporting to the CEO, provides statutory administrative services to the Board, ExCom, Governance Committees, and subsidiary companies. Ensures corporate governance compliance; and manages team and individual performance in Corporate Secretariat.

### JOB OUTCOMES

- Ensuring compliance with statutes and regulatory codes including the Company's Act, King IV, the PFMA, National Treasury Regulations, Registrar of Companies, and relevant company policies.
- Keeping abreast with all new and pending legislation and regulations which relate to the operation of the company.
- Reporting compliance issues to relevant parties.
- Ensuring that all statutory records are in place, properly filed and documented.
- Developing resolutions for consideration based on the needs of the committees and subsidiary companies.
- Scheduling regular meetings and ensuring that logistics are organised.
- Developing the agenda for the meetings and preparing the necessary supporting documents in consultation with the chairperson of the meeting and/or team members responsible for the meeting agenda items.
- Ensuring that accurate minutes are taken, distributed, ratified, and filed in accordance with statute.
- Ensuring Terms of References are updated annually
- Maintain share register for investments in companies, trusts, etc
- Ensuring that decisions of the Boards and committees are communicated to the relevant people to be implemented.
- Co-ordinating the calendar and setting committee plans in consultation with the relevant chairpersons.
- Ensuring compliance of subsidiaries' AGMs with procedures stipulated in the Memorandum of Incorporation.
- Partnering with the internal auditors to monitor and evaluate regulatory and legal compliance
- Manage CIPC, PAIA returns and documentation

#### Minimum Required Education and Experience

##### Qualifications

Minimum Requirement: CIS or an equivalent related qualification

**Preferred Qualification:** CA or LLB

##### Working Experience

**Minimum Requirement:** Minimum of 10 years Company Secretarial Practice with a sound knowledge of Company Secretarial practice and the administrative requirements.

**Preferred Requirement:** 10 years' Extensive experience preferably in a JSE Listed company with King Committee-aligned governance structures and reporting requirements, organisation-wide management controls, and related software systems.

##### Attributes:

- Attention to Detail
- Continuous Learning & Development
- Initiative
- Professionalism
- Quality Management/Assurance
- Values and Ethics

#### Management Competencies:

- Strong and advanced Business Acumen.
- Visionary leadership.
- Ability to motivate the workforce.
- Effective management skills.
- Advanced communication and negotiation.
- Understanding of a multi-faceted business operation.
- Strong Planning, financial acumen strategic capability.
- In-depth knowledge of changing business environments.
- Complex problem solving.
- Effective decision-making.
- Strong governance, risk management and compliance.
- High emotional intelligence and ability to work in a high-pressure environment.
- Advanced problem-solving skills.

Please send detailed Curriculum Vitae to [Applications@masteck.co.za](mailto:Applications@masteck.co.za), indicating vacancy title in the subject line, by Friday 2 December 2022 1200hrs

**Should you not hear from us 21 days after the advertisement, consider your application unsuccessful.  
The NHFC reserves the right to appoint or not to appoint for this position.**