



EASTERN CAPE
DEVELOPMENT
CORPORATION

VACANCY

Position	Description
Corporate Governance Officer Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Corporate Governance Officer will report to Company Secretary. The candidate will provide administrative support to the Company Secretary and Non-Executive Directors.

For more information, visit our website: www.ecdc.co.za

Please send your detailed CV to the: Talent Management Consultant, Tel: 043 704 5783,
Fax: 086 682 9817, Email: humanresources@ecdc.co.za | Closing Date: **22 October 2018**

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.



VACANCY

CORPORATE GOVERNANCE OFFICER- GRADE 10: R 227 808-R 278 431 (Total Cost to Company)

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KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Director Support

- ❖ Compile the company registers, declaration of interests, qualifications etc;
- ❖ Provide administrative support to the Chairperson;
- ❖ Respond to ECDC website enquiries directed to the Chairperson's office;
- ❖ Receives correspondence, sends acknowledgements to sender & drafts responses on behalf of Chair (for sign-off by the Company Secretary).

Office Management

- ❖ Provide administrative support to the Company Secretary;
- ❖ Collect and compile reports for Board committee meetings;
- ❖ Arrange all logistics for the governance office, including coordinating date of meetings; venue, travel arrangements, accommodation, refreshments and audio visual equipment and any other arrangements as required;
- ❖ Maintain documents, files and records;
- ❖ Manage the board year calendar;
- ❖ Process payment of Directors;
- ❖ Support to CEO office;
- ❖ Prepare agendas with Company Secretary;
- ❖ Collate submissions for meeting packs 7 days prior to meeting;
- ❖ Prepare hard copy pack for Company Secretary records;
- ❖ Upload electronic pack timeously for director perusal.

Liaison

- ❖ Maintain and distribute resolutions/action items to line management following each meeting for implementation;
- ❖ Follow up on implementation of required actions and compile quarterly governance status report to the Company Secretary;
- ❖ Prepare corporate governance report for annual report.

MINIMUM REQUIREMENTS

- ❖ National Diploma in Administration;
- ❖ 3 years administrative support experience;
- ❖ Legal background is an added advantage;
- ❖ Must possess the following competencies:
 - Travel management;
 - Office management;
 - Document filing;
 - Scheduling meetings;
 - Computer literacy and report writing skills;

- Excellent organisational skills;
- Please note that the position requires availability after hours to attend to contingencies;
- Drafting of reports.

This is a three (3) year fixed term appointment and the successful candidate will be subjected to signing a performance contract and verification of qualifications. Shortlisted candidates will be required to attend interviews as well as other assessments. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

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