
ADVERTISED: 09 SEPTEMBER 2019



VACANCY

COMPANY SECRETARY- 3 YEAR CONTRACT. RENEWABLE

The candidate will report to the Executive Manager: Legal Compliance and Governance. To guide the Board and ECDC on corporate governance matters and to ensure compliance with legislation.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Manage Board Governance

- ❖ Ensure that statutory documentation within the organisation is in order (e.g. register of Directors, minutes, articles, legislation for the Board).
- ❖ Compile any outstanding statutory documentation.
- ❖ Draft Board minutes and distributes the required actions to the relevant business units for implementation.
- ❖ Follow up on implementation of required actions and compile governance status report to the EXMA and Board.
- ❖ Evaluate the effectiveness/performance of the Board and Board Committees.

Manage Board Development

- ❖ Facilitate the induction of Directors on the ECDC Board.
- ❖ Facilitate training and development of Directors on the Board in accordance with the Director Development Policy (inclusive of subsidiary Directors).

Ensure Compliance

- ❖ Review and analyse current legislation and regulations to determine and confirm the areas of compliance.
- ❖ Utilise legislative compliance tool to assist in gauging the level of compliance within the company.
- ❖ Table an annual report to the Board on the level of compliance.
- ❖ Alert the Board to any compliance irregularities during the course of the year.
- ❖ Implement the compliance requirements as determined to ensure that compliance is achieved.
- ❖ Monitor business against the compliance requirements and take rectification actions where required.
- ❖ Ensure compliance in accordance with policies, procedures and legal requirements.
- ❖ Complete compliance actions within the allocated time frames.

Manage Corporate Governance

- ❖ Manage Corporate Governance at the level of the Board and throughout the organisation.
- ❖ Develop a corporate governance framework to set out the Board Governance structure.
- ❖ Establish terms of reference for all committees inclusive of committee function requirements and levels of authority in terms of decisions and recommendations made.
- ❖ Promote ethics to ensure that staff and Directors disclose their business interest to prevent conflict of interest.
- ❖ Compile Corporate Governance report to the Board (for Directors) and EXMA (for staff members).

Manage Subsidiary Compliance to Corporate Governance

- ❖ Ensure a subsidiary company policy exists to govern the relationship between the ECDC and the subsidiary.
- ❖ Ensure subsidiaries have statutory regulations in place listing company secretary, Directors, auditors and who is tasked to maintain statutory records.
- ❖ Report to EXMA and the Board on the level of governance performance of subsidiaries and make the necessary recommendations to action remedies to existing gap.

Administer Board Committees

- ❖ Participate in the Board Committee meetings (e.g. HR REMCO and ARC, FINCO & Governance and Nominations).
- ❖ Take minutes of committee meetings and distribute the actions to be implemented to the various stakeholders.
- ❖ Monitor the implementation of these actions.
- ❖ Provide an evaluation report to EXMA and Board Committees.

Compile Reports

- ❖ A report is due in accordance with scheduled the Board and EXMA activities.
- ❖ Collect the required data from all relevant sources.
- ❖ Collate the data into the required format for producing the report.
- ❖ Generate the report utilising the information in accordance with policies and procedures.
- ❖ Make recommendations in accordance with the information at hand.
- ❖ Submit the report for approval to EXMA and Board.
- ❖ Archive the report for future reference purposes.
- ❖ Compile the report in accordance with policies, procedures and legal requirements.
- ❖ Compile the report within the allocated time frame.

MINIMUM REQUIREMENTS

- ❖ B. Com / LLB (relevant financial or legal tertiary qualification).
- ❖ CIS certification will be an added advantage.
- ❖ Minimum 5 years as Company Secretary.
- ❖ Being an admitted attorney will be an added advantage.

This is a fixed term contract position and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

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

Please send your detailed CV and certified copies of qualifications to:

Talent Consultant

Tel. (043) 7045783

Fax 0866829817

Email humanresources@ecdc.co.za

Closing date: 16 September 2019
