



Job Title:	Fixed term: Company Secretary – 3 years
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Auckland Park, Gauteng
Salary Range:	Level 13
Reference Number:	NEM-04/06/2023

MAIN PURPOSE OF JOB

To provide a central source of guidance and advocacy to the Board and its committees on issues of compliance with rules, procedures, and statutory regulations, to ensure the effective and efficient scheduling of Board activities and duties as prescribed by the Institute's Board Charter and Companies Act, and advise on matters requiring attention from the Board in order to promote the well-being and integrity of the Institute.

JOB OBJECTIVES

(a) Board Governance Management

- Ensure that the Board Charter and the terms of reference of Board Committee are periodically reviewed and kept up to date
- Ensure the preparation of Board and Board Committee Documents
- Ensure the preparation and circulation of minutes of Board and Board Committee meetings
- Assist with the evaluation of the board, Board Committee and Individual Directors
- Ensure that all meeting documents, resolutions and recordings are circulated within agreed timeframes
- Provide advocacy to the Board and Board Committee members on their functions and duties
- Advise the Board and Board Committee members on legislative and corporate governance developments
- Implement Board resolutions by communicating the resolutions to all business units within the Institute
- Ensure the safeguarding of all board, Board Committee and Directors' personal information
- Oversee the coordination of Board and Board Committee meetings, including logistical arrangements
- Oversee the submission of documents and agendas for Board and Board Committee meetings as per the Institute's Board Charter

(b) Policy and Compliance Management

- Maintain a register of the Institute with the Companies and Intellectual Property Commission (CIPC)
- Ensure the maintenance of statutory register and minutes books of Board, Directors and Shareholder meetings

- Develop and review governance related policies, frameworks and quality management systems to ensure compliance
- Ensure compliance with relevant legislative prescripts and the Institute's responsibilities as stated in the Board Charter

(c) Financial Management

- Compile the annual budget for the business unit through discussion of financial requirements
- Monitor financial resources and ensure compliance with management directives
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats
- Identify deviations from the budget and take remedial action
- Manage the business unit's cash-flow and expenditure
- Motivate the acquisition of assets and resource requirements as required

(d) Human Capital Management

- Manage internal staff and coordinate internal resources
- Provide required training and development to employees to ensure optimal performance
- Manage and maintain optimal utilization of human resources and capacity within the Institute
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary
- Determine staffing requirements, and ensure proper recruitment and selection of high performing human capital
- Ensure that training interventions are aligned with the Institute's and employees' needs
- Manage performance of subordinates and implement corrective measures where required
- Effectively respond to employee queries
- Provide leadership to the Office of the Company Secretary team by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance

(e) Stakeholder Management

- Participate in internal and external stakeholder forums as directed
- Represent and participate in the Institute's committees and/or task teams
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events when required

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	<ul style="list-style-type: none"> • LLB/BCom/Business Administration Degree • Registration with Chartered Institute of Secretaries (CIS) and any other recognized body in the field 	
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Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 3+ years' experience in similar role
- 2 years' experience within Public Sector

Ideal:

- 5+ years' experience in a similar role
- 3+ years' experience within Public Sector

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories, and principles.

- Knowledge of Public Finance Management Act and Treasury Regulations
- King III and King IV
- Companies Act
- Corporate Governance practices
- Board and Board Committees protocols

Job related Skills

Job-related skills are typically gained through formal or informal training programs. (This excludes programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure

- Leadership skills
- Written and Verbal Communication
- Presentation skills
- Excellent ability to write reports, business correspondence, and procedure manuals
- Ability to handle matters in a discreet and diplomatic manner

Important note:

Please email through comprehensive CV and certified copies of Qualifications/
Supporting documents to: CoSec1@nemisa.co.za

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **16 June 2023** (16:00pm).

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.