



INTERNAL AND EXTERNAL ADVERTISEMENT

Position	:	Company Secretary
Task Grade Level	:	17
Location	:	Head Office
Reporting Line	:	Operationally: Board of Directors Administratively: CEO
Start Date	:	As soon as possible
Duration	:	This is a 3-month contract position (with the possibility of extending it for a further 3 months)

Main purpose of the Position:

To provide companies' law support and Board secretariat services to the ECRDA Board

Minimum requirements:

Educational

Bachelors' Degree (LLB)

Experience

- 8 years working experience
- 5 years' experience in Company Secretariat
- 6 years' experience at middle management level (equivalent of Deputy Manager or Deputy Director in public service)
- Proven/evident successful operational and process management within public or private sector

Preferred requirements:

Attorneys' Admission

Experience in litigation and court processes

Competencies Required:

Knowledge	<ul style="list-style-type: none"> • Competent knowledge and understanding of relevant policy and legislation • Competent understanding of institutional governance systems and performance management • Understanding of ECRDA operations and delegation of powers, as well as field-specific roles under the unit
Leading Competences	<p>Assessed Competent or Advances proficiency level on the following leading competences:</p> <ul style="list-style-type: none"> • Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Stakeholder Relations
Core Competences	<p>Assessed Competent or Advanced proficiency level on the following core competences:</p> <ul style="list-style-type: none"> • Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus

Key Performance Areas:

1.	<p>Ensure Board compliance:</p> <ul style="list-style-type: none"> • Make Board members aware of the statutory, regulatory and fiduciary requirements related to the ECRDA • Provide Board members individually and collectively with guidance as to their duties, responsibilities and powers • Guide and advise Board members on matters of good governance and changes in legislation • Raise matters that may warrant the attention of the Board • Ensure the proper filing of annual returns in line with the Companies Act • Certify in the ECRDA's annual financial statements whether the entity has filed the required returns and notices and whether these are true, correct and up-to-date • Ensure that the financial statements are sent to all the relevant stakeholders entitled to receive such documents • Ensure that Board committee charters and terms of reference are kept up-to-date • Organise Board performance reviews <p>In order to ensure the Board's compliance with statutory, regulatory and fiduciary requirements.</p>	<p>Daily As needed</p>
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2.	<p>Manage Board decisions:</p> <ul style="list-style-type: none"> • Coordinate the scheduling and holding of Board and Committee meetings in consultation with the Board Chairperson • Ensure that Board and Committee meeting minutes are properly recorded and distributed • Distribute Board minutes and relevant documents to Board and Committee members within the stipulated timeframes • Ensure that the Board has the information it needs to make informed decisions • Obtain appropriate responses and feedback to specific agenda items and matters arising from previous Board meetings • Communicate Board and committee decisions to relevant business units and persons timeously • Ensure the safekeeping of Board documentation <p>In order to ensure timeous implementation and tracking of Board decisions</p>	<p>Daily</p> <p>As needed</p>
3.	<p>Facilitate Board nominations and induction:</p> <ul style="list-style-type: none"> • Support the nomination committee and ensure that the procedure for appointment of Board members is properly carried out • Facilitate the induction, orientation and ongoing training and education of Board members • Advise Board members on standards of ethical and corporate behaviour <p>In order to ensure that Board members are properly nominated, orientated and inducted</p>	<p>Daily</p> <p>As needed</p>
4.	<p>Support Board committees:</p> <ul style="list-style-type: none"> • Facilitate the establishment and functioning of various Board committees • Monitor and ensure that Board committee procedures are followed • Ensure that Board Committee meetings are scheduled, held and properly recorded • Identify training needs for Board Committee members • Oversee the development of Board Committee members <p>In order to ensure the effectiveness of Board Committees</p>	<p>Daily</p> <p>As needed</p>
5.	<p>Render Secretariat and secretarial support:</p> <ul style="list-style-type: none"> • Prepare and distribute Board and Committees' documentation • Maintain the register of Board members, policies and contracts • Ensure the safekeeping of Board and Committees' documentation • Coordinate Board and Committee meetings • Assist the Board Chairperson with preparation of agendas, discussion papers and reports • Provide support and advice on all matters required by the Board <p>In order to support the Board and its Committees on the execution of their fiduciary duties</p>	<p>Daily</p> <p>As needed</p>

6.	<p>Facilitate Board liaison:</p> <ul style="list-style-type: none"> • Keep a database of key stakeholders and contacts • Act as a link between the Board and relevant stakeholders • Facilitate engagements between the Board and relevant stakeholders <p>In order to maintain liaison between the Board and its stakeholders</p>	<p>Daily</p> <p>As needed</p>
7.	<p>Ensure unit management:</p> <ul style="list-style-type: none"> • Oversee the efficient and effective day-to-day operation of the Company Secretariat • Develop and implement the Annual Performance Plan for the unit • Monitor budget expenditure and take corrective action when necessary • Manage and supervise officials in the unit • Identify areas for continuous process improvement <p>In order to ensure the smooth operation of the Company Secretariat</p>	<p>Daily</p> <p>As needed</p>
8.	<p>Perform any other related duties as instructed by the Board Chairperson</p>	<p>As needed</p>

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, certified copies of your identity document, qualifications and drivers' licence, must be submitted to recruitment@ecrda.co.za

NB:

- Without prejudice, correspondence will be limited to the short-listed candidates.
- Applicants who have previously submitted applications need to re-submit/apply in terms of this advertisement.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) and the ECRDA's Employment Equity Plan.
- ECRDA reserves the right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to Sarieta Maasdorp at maasdorps@ecrda.co.za
- Technical enquiries may be directed via email to B. Sipuka at sipukab@ecrda.co.za
- Date of issue: 30 March 2022

CLOSING DATE: 5 April 2022 at 12h00 midday. Late applications will not be accepted.