



1st Floor
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Braam Park
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Braamfontein
2017

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www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd

INTERNAL AND EXTERNAL ADVERT

Vacancy: Company Secretary

Business Unit: Office of the CEO

Reporting To: Board and CEO

Ref: **CS06/05/2019**

Applicable total cost to company salary package per annum for the above position is R1 357 179 to R1 658 721.

Purpose of the position

To provide a professional secretariat support services to the Board and Committees in accordance with legislative requirements and corporate governance best practices and guide the Board in terms of their fiduciary responsibilities.

Roles and Responsibilities

1. Governance

- Manage all board and committees meetings, logistics, attend and record minutes of all board and committee meeting and facilitate board communications and aid directors in implementing the decisions.
- Monitor corporate governance developments and assist the Board in tailoring governance practices to meet the Board's needs and shareholder expectations.



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojaelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Li Pernegger, Lonwabo Qina

Executive Directors: Helen Botes (Chief Executive Officer)
Imraan Bhamjee (Chief Financial Officer)
Company Secretary: Craig Matthews
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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- Guide the company in the development and implementation in good corporate governance and ensure that the directors adhere to the highest governance standards as detailed in the King Report (“King III”).
- Preparing the schedule of board committee meetings for the year including the agendas for these meetings in conjunction with the Chairperson and Managing Director.
- Lead the induction process of new directors, encompassing both directors’ duties and responsibilities in general and specific matters pertaining to the company itself and the industry in which it operates.
- Identify training requirements for inexperienced or new directors and ensure that there is an ongoing programme to keep the directors well informed of developments in the company and in respect of matters relevant to their responsibilities generally.
- Develop and maintain a Board Charter to ensure that Board decisions can be measured against it;
- Act as a primary point of contact and source of advice/guidance for non-executive directors with regard to the company and its activities in order to assist their decision making process;
- Ensure that the directors and management operate within an authority framework approved by the board and reviewed and updated from time to time.
- Preparation of all or parts of the annual report and ensuring that statutory deadlines are met and that the statutory and regulatory disclosures are validated , particularly in relation to the statements given on corporate governance standards and practices in the company.
- Comply with all the statutory provisions of the Companies Act, including the lodgment of all documents with the Companies and Intellectual Property Commission and the maintenance and updating of the Company’s register of members.
- Ensuring compliance with the entity’s Memorandum of Incorporation and affecting any changes to meet needs of the entity.
- Certify in the annual financial statements of the company in accordance with the Companies Act that the entity has lodged all returns required of a public company and that these returns are true, correct and up to date.



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- Ensure that the Board and Board Committee charters and terms of reference are developed maintained.
- Ensure entity's documents reflect accurately commercial decisions at all times consistent with the legal obligations, Service Delivery Agreements and Memorandum of Incorporation.
- Manage relations with the City, through Shareholder Unit (SHU), with regard to corporate governance matters and matters pertaining to the annual shareholder meetings.
- Act as a sounding board for the Chairperson and the Directors on matters that concern them and take a lead in dealing with difficult interpersonal issues in conjunction with Shareholder Unit (SHU), such as performance of Directors;

2. People Management

- Ensure the development of a high-performing team through embedding formal Performance Management.
- Determine and analyse training and development needs for employees
- Address poor performance of any team member through the formal Performance Improvement process.

3. Financial Sustainability

- Lead and manage the division's budget
- Submit monthly budget status
- Ensure effective corporate governance within the MFMA/ PFMA as a basis
- Develop and adhere to correct financial Service Level matrixes
- Ensure adherence to budgets and corrective action where required
- Continuously align budget and expenditure with strategic outlook of business unit
- Ensure reduced costs to customers



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Qualifications

- LLB (Bachelors of law) degree and an Admitted Attorney,
- Registration with a professional institution.
- LLM degree will serve as an advantage.

Experience

- The successful candidate must be skilled in commercial laws including contracts and have a minimum of eight (8) years working experience in a similar role.

Knowledge and Skills

- Knowledge and experience with Local Government legislation will be advantageous.
- Strong interpersonal and communication skills .
- Strong leadership, Judgment and decision-making abilities.
- Demonstrated integrity and ethical standards.
- Resilience, Planning & Organising
- Able to act quickly, accurately, credibly and decisively often under stressful and critical circumstances as the guardian of the entity's interests.
- Effective listening, communication (verbal and written), and negotiating skills.
- Strong problem solving and analytical skills

Note:

- Candidates who fall within the employment equity designated groups are encouraged to apply. and appointments will be made in accordance with the Company's Employment Equity Policy and Plan
- Submit a detailed, relevant CV via e-mail to **JOBS@jhbproperty.co.za**, **quoting the relevant reference and job title**
- Should you not receive any correspondence within 6 weeks, please consider your application unsuccessful

Closing date 24 May 2019



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