



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Committee Officer (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Office of the Executive
<u>Reports to:</u>	Company Secretary
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Business related Degree
- Five (5) years' related experience in a Corporate Secretariat environment.
- Planning and Organizing
- Writing and Reporting
- Good interpersonal and communication (Verbal and Written)
- Attention to detail
- Well-tempered and be able to communicate well at Board level
- Understanding of Companies Act

ATC

Short Detailed Job Description:

- To coordinate meetings for the various governance structure including the timeous distribution of all supporting documentation / packs required for the preparation of the meetings.
- To stay abreast of legislative and corporate governance developments, provide ongoing support to the Company Secretary, Board, the various Committees including internal stakeholders, on matters of ethics and good governance;
- To record proceedings of the various meetings and prepare minutes
- To coordinate Board Communications as and when required
- To work together with the Company Secretary in the compilation of the Strategic Plan and Annual Performance Plan; as well as the communication thereof to Board.
- Identify designated executive members responsibilities, authority and personal performance measurement criteria
- To ensure proper record keeping for the Governance Department in order to comply with the audit requirements.
- Ensure that all Board Members are paid on time
- Participate in the recruitment and selection Board Members

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Gugulethu Zwane
Tel No: (010) 980 0958

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: Hr4@mtc.joburg.org.za

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CLOSING DATE: 12 July 2019

VACANCY CIRCULAR: MTC RECRUITMENT 004/2019

