



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

ASSISTANT COMPANY SECRETARY

Department: Office of the Chief Executive Officer
Designation: Assistant Company Secretary
Reporting to: Company Secretary
Reference Number: ACS05/2024
Remuneration: R80 961.00 (Basic salary, excluding benefits)
Local: Braam Park, 33 Hoofd Street, Braamfontein

Minimum requirements:

- Grade 12, plus
- LLB Degree and Admitted Attorney
- 5-8 years' relevant experience with 3 years' experience at a junior management level
- Membership with Institute for Chartered Secretaries of South Africa (now Chartered Governance Institute of Southern Africa).
- Valid Driver's license

Primary function:

To assist the Company Secretary in providing support to the City of Joburg Property Company ("the JPC") Board and its Sub-Committees, individually and as a collective, to assist in ensuring that the oversight role and fiduciary responsibilities of the Board of Directors are discharged in a responsible manner and in the best interest of entity.

Key Performance Areas:

- Co-ordinate all Board and Sub-Committee meetings in line with the structures of the Board, including the JPC Board Strategic Planning Sessions and workshops, and timeous circulation of documentation and packs required for the preparation of the meetings.
- Prepare draft resolutions of the Board and communicate same to assist and follow-up in items of timeous implementation thereof, and assist in record meeting proceedings of the Board and its Sub-Committee meetings and prepare draft minutes.
- Assist the Company Secretary with preparation and circulation of board and sub-committee meeting agendas, minutes, and related materials timeously.
- Scheduling of board and committee meetings, coordinating logistics, and ensuring that all necessary arrangements are made, such as venue booking, audiovisual equipment, and catering where necessary
- Assist with the co-ordination of the Annual General Meeting (AGM) and drafting of AGM notices and publishing thereof, on the JPC website, and supporting Group Governance with preparation, in accordance with the Group Shareholder Policy.
- Maintaining accurate records of minutes, resolutions, attendance registers, and critical database related to the board and its committees, including maintaining the register of



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

directors, and monitoring directorships in line with AGM resolutions and conflicts of interests records, and maintaining the company's statutory records in an orderly manner.

- Conducting research and analysis on relevant governance, legal, and regulatory matters to support the board and the Company Secretary in making informed decisions.
- Assist with the on-boarding and induction of new Board of Directors and coordinating training, and development programs, including assessing the specific training needs of the Board of Directors in performing oversight role and fiduciary responsibilities.
- Assist to co-ordinate annual evaluations of the Board and its Sub-Committees. Ensuring that the Board Charter and the Terms of Reference of the sub-committees, are reviewed annually in line with the Group Shareholder Policy.
- Assist in facilitating and ensuring that the company complies with the company's Memorandum of Incorporation; Companies Act 71 of 2008, as amended; ; the Municipal Finance Management Act; and relevant legislation, and a thorough understanding of the Delegations of Authority in its two folds in terms of the regulations.
- Assist in ensuring the company applies sound corporate governance principles such as King IV report on Corporate Governance in Southern Africa and Protocol on Corporate Governance for the Public Sector 2002.
- Assists in maintaining the maintenance of all statutory records including registers of shareholders and directors, electronic minutes, and attendance registers. Assist in maintaining proper records administrative functions within the Unit.
- Assisting in the drafting, review, and execution of corporate documents, such as board resolutions, statutory policies and agreements.

Core Competencies

- Planning and organising with close attention to detail
- Strong computer skills
- Sound presentation, verbal, visual and communication skills with high ethical standards
- Time management and problem solving skills.
- Knowledge of Local Government legislation, policies, and procedures
- Knowledge of financial principles and practices;
- Conceptual & Analytical Thinking.

“All suitably qualified candidates are encouraged to apply and will be considered. the City of Johannesburg, Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities”.



JOBURG
PROPERTY COMPANY

Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

Please take note that only online applications will be considered. Please apply by using the following link below: <https://share-eu1.hsforms.com/1NCwJhRGBTeiNrPhsju3m0wew554>

APPLY ONLINE VIA THIS LINK: www.jhbproperty.co.za

ENQUERIES ONLY:

Contact Person: Makhosazane Sikonela

Tel No: (010) 219-9067

CLOSING DATE: FRIDAY, 24 MAY 2024

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07