

## WE HAVE AN EXCITING CAREER OPPORTUNITY FOR PERMANENT POSITIONS

**APPLICATION REQUIREMENTS:** - Applicants should take note that they can be required to provide proof of original documents during the selection process. - You will be requested to provide a brief description of your work experience relating to the vacancy. - Applicants with membership to professional bodies need to provide a membership number and expiry date. - If you are an internal applicant, your employee number will be required.

**DISCLAIMER:** - The Metropolitan Trading Company (MTC) is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the MTC website. - The Metropolitan Trading Company (MTC) applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer. - By submitting your application for a position at MTC, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. - However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment. - Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

### COMPANY SECRETARY

**Department:** Office of the Chief Executive Officer  
**Workplace:** Braampark Office Park  
**Level:** E1/ Task 19  
**Duration:** Permanent  
**Reporting to:** Chief Executive Officer  
**Reference:** MTCEXEC1

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to: HR.csec@rathco.za

**Minimum Requirements:** - Grade 12, plus LLB degree (NQF 8) - Admission as an Attorney or Advocate is preferable. - Membership with the Institute for Chartered Secretaries of South Africa (now the Chartered Governance Institute of Southern Africa would be an added advantage.). - A minimum of five (5) years' relevant experience in practice with a corporate entity. - Experience in corporate governance, risk management, legislative compliance, and in-depth understanding of legislation governing local government. - Extensive knowledge of Corporate Governance, Company Law, Municipal Finance Management Act, Municipal Systems Act, Risk Management Framework, King IV report, and National Treasury Regulations. - Understanding of the government environment at the national, provincial, and local spheres. - Sound proven leadership qualities.

**Skills:** - Intellectual and personal integrity. - Interpersonal skills and a strong drive. - Strong stakeholder management and communication skills. - Leadership. - Conflict/dispute resolution skills. - Demonstrates agility in challenging complex or ambiguous situations and can integrate material from a wide range of learning and thinking. - Decisive, ethical, and able to apply good judgment. - Strategy Development, Planning, and Reporting.

**Key Responsibilities:** - To develop an annual working plan for the business unit in line with the overarching Business Strategy. - Develop Charters for the Board and sub-committees. - Oversee MTC Corporate Governance. - Develop the Governance Framework to plan, direct, and coordinate MTC's governance activities to ensure that governance is consistent and aligned with applicable legislation and regulations. - Provide guidance and support to the MTC Board, inclusive of function requirements and levels of authority. - Develop an annual schedule of the Board and respective subcommittee meetings and circulate to members. - Monitor the implementation of the Board resolutions and legal compliance requirements to always ensure compliance and keep the Board informed on the status and progress. - Function as liaison between management, the Board, and the City of Johannesburg (CoJ). - Continuously facilitate the training of Board members and actively raise awareness around. - Corporate Social Responsibility and Ethics Code

### CHIEF TECHNOLOGY OFFICER

**Department:** Office of the Chief Executive Officer  
**Workplace:** Braampark Office Park  
**Level:** E1/ Task 19  
**Duration:** Permanent  
**Reporting to:** Chief Executive Officer  
**Reference:** MTCEXEC2

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to: HR.CTO@rathco.za

**Minimum Requirements:** - Grade 12 plus bachelor's degree in computer science, or relevant post-graduate qualification/ NQF level 8. - Ten (10) years' related experience of which five (5) years have been at Senior Management level in ICT / Telco environment. - Must have worked in or for Public Sector environment. - Transformational leadership capacity to be agile and strategically position MTC. - Ability to effectively attract, develop and retain talent in a dynamic Telco environment. - Capacity to provide oversight for a portfolio of Programmes and projects of over R50 million. - Familiarity and experience with the King Code of Governance for effective IT Governance. - Skills for contributing to financial viability and sustainability of the entity. - Must have valid driver's licence

**Skills:** - Intellectual and personal integrity. - Interpersonal skills and a strong drive. - Strong stakeholder management and communication skills. - Leadership. - Conflict/dispute resolution skills. - Demonstrates agility in challenging complex or ambiguous situations and can integrate material from a wide range of learning and thinking. - Decisive, ethical, and able to apply good judgment. - Strategy Development, Planning and Reporting.

**Key responsibilities:** - Develop and implement ICT strategy and governance framework for MTC. - Provide leadership, planning and management for all areas of information technology. - Responsible for development and maintenance of MTC's fibre Broadband infrastructure. - Benchmark and propose innovative ICT solutions to MTC. - Manage staff and sub-contractors to effectively deliver the ICT Strategy. - Develop standards for the delivery of infrastructure. - Be accountable for the Service Level Agreements between MTC and Customers. - Manage the information technology budgets. - Management of information system acquisition. - Provide and present ICT performance reports. - Assess and implement the migration of ICT services between MTC and City of Johannesburg. - Be responsible for the development of ICT capability of SMMEs.

### LEGAL ADVISOR

**Department:** Legal Department  
**Workplace:** Braampark Office Park  
**Level:** D4/ Task 18  
**Duration:** Permanent  
**Reporting to:** Head Legal  
**Reference :** MTCEXEC3

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to: HR.Legal@rathco.za

**Minimum Requirements:** - Grade 12 plus Bachelor of Laws, or relevant post-graduate qualification/ NQF level 8. - Eight (8) years experience in legal management environment of which 5 years is in senior managerial / strategic level. - Must have worked in or for a Public Sector environment. - To have a broader understanding of Intellectual Property, Technology, and extensive complex contract negotiations. - At least six to seven years of General commercial and legal experience at a large law firm or corporation within a highly regulated industry. - Must have a valid driver's license

**Skills:** - Intellectual and personal integrity. - Interpersonal skills and a strong drive. - Strong stakeholder management and communication skills. - Leadership. - Conflict/dispute resolution skills. - Demonstrates agility in challenging complex or ambiguous situations and can integrate material from a wide range of learning and thinking. - Decisive, ethical, and able to apply good judgment. - Strategy Development, Planning, and Reporting.

**Key Responsibilities:** - Advise the business and/or other stakeholders with regard to legal matters affecting MTC. - Facilitate internal and external dispute resolution as per the organisation's requirements. - Interact with external legal advisors of the Council about litigation. - Advise all the respective business units on legal and regulatory guidelines. - Research case law and recent cases to form an opinion. - Conduct investigations on all cases and legal matters. - Analyse all legal documents on the implications and make recommendations. - Give guidance, legal opinion, and advice to management. - Attend to legal documents timely. - Provide assistance and advice on the drafting of the Memorandum of Understanding (MOU). - Provide legal support to make sure that policies, standard practices are legally valid and implemented correctly. - Implement standards consistently to ensure clear legal guidelines for each business unit. - Draft legal correspondence. Contracts and Service Level Agreements.

**"All suitably qualified candidates are encouraged to apply and will be considered Metropolitan Trading Company applies the principles of employment equity as per 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. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."**

**ENQUIRIES ONLY:** Contact Person: Celani.mathenjwa@mtc.joburg.org.za  
Tel No: 011 032 0250 | <https://mtc.joburg.org.za/careers>

## CLOSING DATE : 5 July 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at Metropolitan Trading Company (MTC), you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of MTC's Talent Acquisition Policy, 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

**CLOSING DATE:** 5 July 2025

**2025 INTERNAL AND EXTERNAL**