

INTERNAL VACANCY ADVERTISEMENT

COMPANY SECRETARY

Ref NO: CoSecJ2012

The above vacancy reports to the Chief Financial Officer. The purpose of the position is to ensure that SAMRO adheres to corporate governance principles of the highest order possible, that its strategic objectives are legally sound and that it maintains good relations with all stakeholders.

Key Performance areas:

- Corporate Governance
- Scheduling of board meetings and AGM
- Record keeping
- Compliance
- Risk Management
- Policies & procedures

Minimum requirements:

- CIS & a relevant Law qualification.
- At least 5 years relevant work experience.
- Extensive knowledge of business administration as it pertains to company secretarial duties.
- Deep understanding of the Companies Act and codes of best practices in relation to corporate governance.
- Confidence to communicate with people at all levels and raise matters that may warrant the attention of the Board.
- Excellent English communication skills (written and verbal).
- Excellent computer skills.
- Must have the acumen to detect legal risks in projects and to recommend viable solutions.

Core Competencies:

- Efficient organisational ability and time management
- Strict attention to detail
- Deadline orientated
- High levels of literacy and numeracy
- Well-developed integrity
- Discretion and honesty
- Absorption of technical knowledge and translation into practice
- Sound knowledge of corporate regulatory and company rules or norms
- Self-starter and 'champion' of corporate governance

Applications not quoting the reference number might not be considered.