



VACANT POSITION: COMPANY SECRETARY

TITLE OF POSITION: COMPANY SECRETARY

TERM: FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT

JOB LEVEL: LEVEL 13

SALARY SCALE: R 1 005 063.00 – R1 183 932.00 TOTAL COST TO COMPANY (TCTC)

PURPOSE OF JOB:

Provision of corporate secretariat services to NEMISA with the aim of ensuring and upholding good corporate standards and ensuring compliance with all relevant legislation.

Note: NEMISA is a public entity registered as a Non-Profit Company (NPC) with the Companies and Intellectual Property Commission (CIPC).

A Bill is currently being considered by Parliament for the establishment of iNeSI, the iKamva National e-Skills Institute, to which NEMISA will then transition. It is envisaged that that iNeSI will be a juristic person and not a company as per Companies Act.

KEY RESPONSIBILITIES:

The key responsibilities of the Company Secretary include

1. Maintain Company's registration with by adhering to the requirements of the CIPC
2. Ensure compliance and report any non-adherence to the
 - Memorandum of Incorporation (MOI) and any other governance agreements entered by the Board with the Ministry of the Communications and Telecommunications;
 - Legislative prescripts
 - Internal Company Policies and Frameworks by the Board in and when performing its duties.
3. Develop and maintain an effective corporate governance system for the Company, which will include Board and Committee Charters, Delegations Policy, Meeting Procedures and Protocols, etc

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuti Phukubje and Mr Lucas Mello
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



4. In consultation with the Chairperson of the Board and/or Shareholder, facilitate and coordinate the processes of the appointment and termination of Board Members, including Executive Directors.
5. Provide secretarial services to the Board and its committees
6. Provide guidance and advise to the Board and within the Company on matters of legislation and corporate governance
7. Facilitate and coordinate the evaluation of the Board, Board Committees and individual Directors, including the Executive Directors (i.e. CEO and CFO).
8. Act as an advocate of and liaison between the Board and Management by ensuring that the Board is provided with accurate and timely information to make informed decisions; and that its resolutions are duly communicated to Management and the Shareholder (where required).
9. Be the custodian of all Board information and documents
10. In addition, the Company Secretary will be required to perform management functions related to their Office/Unit, such as development and management of annual business plan and budget, management of human, financial and other resources assigned to the Unit, and submission of unit reports.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Law, Commerce or Business Administration
- Registration with the Chartered Institute of Secretaries(CIS)
- Registration with any other professional membership body in the area of Corporate Governance or Management will be an added advantage
- A minimum of 3 years' experience as a Company Secretary or a similar role in a company of substance;
- A minimum of 2 years' experience in or exposure to the Public Sector

KNOWLEDGE AND SKILLS REQUIRED:

- Good knowledge of the Companies Act, King Codes of Corporate Governance, Public Finance Management Act, National Treasury Regulations and a fair understanding of Government processes and systems;
- Understanding Corporate Governance practices and protocols
- Ability to interpret law
- Understanding of business administration
- Ability to balance competing priorities, complex situations and tight deadlines
- Leadership Skills
- Integrity and independence



- Effective Communication
- Excellent ability to write reports, business correspondence, and procedure manuals
- Minute taking
- Ability to handle matters in a discreet and professional manner
- Attention to detail
- Networking and interpersonal skills
- Ability to make sound and solid judgements

APPLICATION DETAILS:

1. For the full details of the above position, please visit NEMISA's website at www.nemisa.co.za/careers.
2. A detailed Curriculum Vitae (CV) with three contactable references, certified copies of ID and qualifications and any other supporting documents to cosecretary@nemisa.co.za
3. Preference will be given to suitable applicants who are from Designated Groups. Applicants must therefore indicate their employment equity (EE) status i.e. race, gender and disability (if applicable)
4. Shortlisted applicants will be required to make a declaration of their interests as well as undergo competency assessment and probity/security checks.
5. Correspondence will be limited to shortlisted applicants only.
6. Applications should be sent to

Closing Date: 14 December 2018 at 12:00

Tel: + 27 0(11) 434 0583, 21 Girton Road, Parktown, Johannesburg, 2193

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