

Job Title:	Assistant to Company Secretary (12 months contract)
Organisation:	NEMISA
Department:	Company Secretary
Location:	Parktown, Johannesburg
Salary:	Grade 8
Upward Reporting Relationships:	Company Secretary
Reference Number:	NEM-01/03/2021

MAIN PURPOSE OF JOB

To provide effective service in assisting the Company Secretary in performing organisational, clerical secretarial and other administrative duties to the Board.

JOB OBJECTIVES

- Attend meetings and draft minutes of Board and Board Committees, submit for approval and circulation within agreed turnaround time and defined standards
- Assist with the evaluation of the Board, Board Committee and Individual Directors
- Ensure that all meeting documents and resolutions and recordings are circulated within agreed timeframes
- Prepare agendas and Board and Board Committee packs for all meetings and documents for the general meetings
- Prepare the Board and Corporate Calendar with the Company Secretary
- Establish a sound compliance & corporate governance framework within the Company Secretary unit
- Contribute to the establishment of internal Company Secretariat procedures, guidelines and templates and the continued development of self-help tools
- Maintain a high level of knowledge on legislation applicable to the industry within the groups sectors
- Assist with CIPC lodgements and update statutory records
- Regular monitoring and providing feedback and suggested solutions to implement any current practices, processes & changes in laws & regulations.
- Coordinate governance & compliance functions by ensuring all risks are identified, measured & managed within the Company Secretary Division



- Assist in the continuous monitoring of compliance issues with all applicable legislation
- Review developments in corporate governance
- Assist in ad-hoc assignments and administrative matters.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where the subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	<p>Minimum:</p> <ul style="list-style-type: none"> • Matric/Grade 12 or equivalent • An appropriate National Diploma or Degree in Business Management/ Law or equivalent qualification • CIS would be an added advantage • Registration with Chartered Governance Institute of Southern Africa or any other body in the field would be an added advantage 	<p>Ideal:</p> <ul style="list-style-type: none"> •
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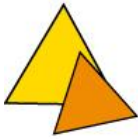
Job-related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

- Minimum:**
- At least 3 years' experience in a similar role
 - 2 years' experience within the Public Sector
- Ideal:**
- At least 5 years' experience in a similar role
 - 3 years' experience within the Public Sector

Job-related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.



- Knowledge of the Public Finance Management Act and Treasury Regulations
- King III and KingIV
- Companies Act
- Corporate Governance Practices
- Board and Board Committees protocols
- Company secretarial knowledge
- Strong administrative skills
- Analytical ability and strong attention to detail
- Excellent interpersonal skills
- Team player
- Excellent computer skills (MS Word, Outlook)
- Above average writing skills (English)

Competency requirements

- Impact and influence
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Results and quality focus
- Detailed focus

Important note:

- Please email through comprehensive CV and certified copies of Qualifications, and other supporting documents to: assistantcosec@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **7 April 2021 (16:00pm)**.

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.