

RE-ADVERTISEMENT

The Johannesburg Development Agency is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of GDS 2040.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

This is a permanent performance-based contract. JDA offers a market related salary commensurate with qualifications and experience.

COMPANY SECRETARY

SALARY PACKAGE: R 1,027,924 – R1 541 887 p.a TCTC (including benefits)

Purpose of the position: Reporting to the Board of Directors and to the CEO administratively, the successful candidate will manage the provision of secretariat services to the Board and sub-committees, ensuring compliance with all applicable legislation, corporate governance regulations and guidelines. Coordinate and prepare strategic planning documents in order to link all business units together. As well as to promote the interests of the CoJ by providing input and advice on policy development pertaining to the JDA.

Key Responsibilities: The role will be responsible to develop an annual working plan for the business unit in line with the overarching Business Strategy. Develop Charters for Board and sub-committees. Oversee JDA Corporate Governance. Develop the Governance Framework to plan, direct and coordinate JDA's governance activities to ensure that governance practices are consistent and aligned to applicable legislation and regulations. Provide guidance and support to the JDA Board, its committee(s), and the Executive Management on corporate governance. Establish terms of reference for the Board inclusive of function requirements and levels of authority. Develop an annual schedule of Board and respective sub-committee meetings and circulate to members. Monitor the implementation of 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 and the Board and the Shareholder. Continuously facilitate the training of Board members and actively raising awareness around Corporate Social Responsibility and the Ethics Code. Manage JDA's performance against Code of Conduct. Maintain the provision of input for all JDA contractual negotiations.

Requirements: A minimum of a Law degree or equivalent qualification and an admitted Attorney/Advocate. A minimum of 10 years' Company Secretarial experience, Extensive knowledge of Corporate Governance, Company Law, MFMA, MSA, Risk Management Framework, King Code, Treasury Regulations. Certified Chartered Secretary (CIS) qualification would be advantageous. Understanding of government environment both at national, provincial, and local sphere. Sound proven leadership qualities.

Please email a detailed CV in MS Word format to: COSEC1123@jda.org.za

Closing date: 26 November 2023

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets.



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(formerly President Street),
Newtown,
2000