



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

ASSISTANT MANAGER: COMPANY SECRETARY

Purpose of position

To provide support to the Board Sub - Committees and assist the Company Secretary with secretariat duties.

Key Responsibilities:

- Coordinates, compiles and timeously issues Board meeting packs.
- Drafts and acts as the custodian of resolutions.
- Ensures that minutes are finalised, signed off and recorded at meetings.
- Lodges the necessary Company forms with the Registrar of Companies.
- Assists the Company Secretary with research relating to providing Directors with guidance as to their duties and responsibilities.
- Provides comprehensive ad-hoc support to the Executive and the Board and its sub-committees.
- Coordinates assessment of Board Members competency levels in relation to their contribution to GEP where necessary.
- Responsible for the custodianship and safe-keeping of all Board and Board Sub-Committee related documents including Board and Board Sub-Committee attendance registers, minute books, resolution books and packs.
- Plans the Corporate calendar.
- Provides any other support as required by the Company Secretary on a day-to-day basis.

Minimum Requirements

- A CIS Qualification or relevant equivalent.
- Minimum 6 years' experience in Company secretariat environment
- A valid Code EB driver's licence

Competencies (Knowledge, Skills and Attitudes)

- Monitoring and Evaluation
- Verbal and Communication skills
- Coordination
- Confidentiality
- Professionalism

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: recruitment@gep.co.za, with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.