

INTERNAL AND EXTERNAL ADVERTISEMENT

Company Secretary (Five (5) years Fixed term performance-based Contract)

Annual Total cost to Company (R1 391 339.04 – R 2 087 008.56)

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 coordinate stakeholders for the benefit of SMMEs in Gauteng.

Purpose of position

Develops, implements, and monitors the company's secretarial, legal, risk and compliance policies in support of the strategic plan, statutory and governance requirements. Ensures the required legal compliance of all business units and establishes compliance processes and/or standards accordingly.

Key Responsibilities:

- Provides the directors with guidance as to their duties, responsibilities and powers and ensures that the directors are aware of all legislation, regulations and governance requirements relevant to GEP (e.g., Companies' Act, King IV, Provincial Government requirements, etc.)
- Ensures that the minutes of Board meetings and its sub-committees are correctly recorded and actioned.
- Certifies in the annual financial statements that GEP has lodged all statutory returns with the relevant authorities and ensures that the preparation of the AFS is fully compliant with all requirements.
- Identify and evaluate new corporate governance developments in order to assess the impact of such and advise Directors and Management of their implications.
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- Reports on Board (and sub-committee) performance
- Develop and review Board and Committee Charters
- Oversees and advises on risk management and compliance in GEP.
- Provides specialist advice to the CEO and Board on strategically important aspects of governance and aspects requiring management intervention.
- Participates in GEP budgeting process.
- Oversees and directs the department's financial reporting.
- Continuously reviews and improves work and reporting processes in the department, ensuring sound management and full compliance with all relevant standards.
- Manage the manual and electronic system for Board Meetings, Minutes and Board resolutions.
- Ensure that performance agreements, performance appraisals and development plans are developed and implemented for all staff within the unit.

Minimum Requirements

- An LLB Degree or relevant Equivalent Qualification.
- Admitted Attorney of the High Court
- Minimum of 8 years' experience in Corporate Governance with exposure to PFMA and King IV with 5 years at Management Level in Corporate Governance
- Knowledge of legal and regulatory requirements.

Competencies (Knowledge, Skills and Attitudes)

- Governance and risk
- Legislation
- Financial Principles
- Legislative frameworks.
- Business environment
- Strategic thinking
- Honesty and integrity
- Advanced communication
- Problem Solving
- MS Office,
- Ability to meet deadlines and work under pressure,
- Presentation skills

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs accompanied by a covering letter to: managercosec@gep.co.za, with subject being the position applied for, by no **later 25 July 2023 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.