



## **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 coordinate stakeholders for the benefit of SMMEs in Gauteng.*

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

**Annual Total Package (R 1 345 977 – R 1 615 174) Negotiable**

#### **Purpose of position**

To ensure efficient and effective administration of GEP, with particular emphasis on good corporate governance and compliance with statutory and regulatory requirements, ensuring that the execution of the Board and Executive Committee decisions are in the best interest of the organization and are implemented.

#### **Key Responsibilities:**

- Develop and implement operational plans for the Company Secretariat and ensure that unit goals and objectives work towards the strategic direction of the organisation.
- Developing and implementing a corporate governance framework, including establishing policies to guide governance.
- Monitor all legislative, regulatory and corporate governance developments that might affect the GEP's operations and ensure that the Board is fully briefed on these.
- Regularly reviewing Board and Committee charters and measuring their effectiveness
- Advising the Board on best corporate governance practices, including disclosure and transparency obligations, board composition, and shareholder rights.
- Overseeing the update of the GEP Delegation Framework (Levels of Authority from the Board to CEO) and offer continuous advice on its implementation.
- Ensure the smooth running of all Board's and Board Committees' activities
- Acting as the principal point of contact for the Board and its subcommittees (Risk & Audit, Remuneration, and CIBD Committees)

- Facilitating and attending Board meetings, assisting the CEO with the preparation of agendas, papers and reports, ensuring minutes are accurately recorded and actions are followed up.
- Ensuring the timely preparation and distribution of Board and committee packs.
- Ensuring follow-up on outstanding matters; advising on Board procedures and ensuring that the Board follows them
- Assisting in the induction of new directors and providing continuing education programs for Board members.
- Provide support and advice on all matters required by the Board
- Oversee the payment of Board member fees through the production of a payment schedule for HR
- Ensure communication of Board decisions and monitor progress in so far as reporting to staff and management
- Co-ordinate Annual performance evaluation of the CEO, and annual evaluation of Board and Board Committee members
- Participate with the EXCO team in developing a vision and strategic plan to guide the organisation
- Identify, assess and inform EXCO team of internal and external corporate governance issues that affect the organisation
- Provide regular feedback to EXCO and Board (and its committees) with regards to the operations of GEP
- Prepare and submit statistical/statutory reports as appropriate
- Submit monthly performance reports to the CEO's Office
- Collate annual performance report for the GEP to the Board and its committees on behalf of the CEO, as appropriate
- Monitor and present Quarterly Review Reports and Analysis against the performance plan and in relation to the work of the GEP
- Sets annual performance objectives for employees
- Assist in the preparation of a comprehensive budget for the Governance Unit

### **Minimum Requirements**

- Relevant Law Degree at Honours level (i.e. LLB, Corporate Law, Commercial Law, etc) (NQF 8)
- Company Secretarial Certificate will be an added advantage
- Registration as a Chartered Secretary (CIS) will be an added advantage
- A minimum of 5 years' relevant experience in practice with a corporate entity
- Extensive Corporate Governance, Compliance, Legislative Framework environment experience.
- Knowledge of legal and regulatory requirements affecting public entities, corporate governance instruments and guidelines (e.g. KING Reports)

### **Competencies (Knowledge, Skills and Attitudes)**

- Secretariat Principles
- Legislation
- Policies and Procedures
- Data Analysis and Interpretation
- Advanced Interpersonal
- Problem Solving
- Networking and influencing
- Advanced Communication
- Data Analysis and Interpretation
- Strategic Thinking
- Lateral Thinking
- Honesty and integrity

**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](mailto:managercosec@gep.co.za), with subject being the position applied for, by no **later 29 October 2024 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.