

**OFFICE OF THE CEO
COMPANY SECRETARY
LOCATION: SANDRINGHAM**

Pay Grade: E5 (Five year fixed term contract)

Reference Number: Corp-Company Sec – 102023 – 001

This is a critical role responsible for ensuring that the organisation complies with standard financial and legal practice and maintains high standards of corporate governance. The successful candidate will be required to provide efficient management for the facilitation of Board meetings, efficient administration and recordkeeping, advising and overall management of the Board's activities. This includes ensuring compliance with statutory and regulatory requirements, ensuring that the decisions of the Board are implemented and advising and directing the Board members of their legal responsibilities. He/she will report to the Chairperson of the Board for all Board-related matters and to the Chief Executive Officer for all NHLS Management Administrative functions.

KEY JOB RESPONSIBILITIES

- Arrange and manage all Board and Sub-Committee meetings of the Board.
- Provide proactive support to the Chairperson of the Board and the various Chairs in the sub-committees of the Board, acting in close cooperation to ensure efficient agenda and meeting preparation and execution.
- Contribute meaningfully to discussions and act responsibly in advising and reminding the various Board members of the legal, financial and tax implications of proposals .
- Collate and present information in a logical form so as to enable Board members to make effective decisions.
- Direct the business affairs of the NHLS by implementing the decisions of the Board to ensure optimal performance and service level standards
- Optimise performance and long-term sustainability of the NHLS by channeling communication to the chairperson of the Board.
- Ensure that the Board Committee Charters and Terms of Reference are kept up-to-date.
- Act as a central source of guidance and advice to the Board and within NHLS on matters of good governance and changes in legislation.
- Act as a direct channel of communication to the Chairperson of the Board.
- Be responsible for proper compilation/timely circulation of Board papers for Board and the various sub-committees.
- liaise with the various Chairs on the timing/frequency of meetings.
- Liaise with the Chairperson of the Board/CEO regarding yearly work plans.
- Provide responses/ feedback to specific agenda items/matters.
- Ensure proper recording, approval and circulation of minutes.
- Liaise with Attorneys, Legal Advisors and all relevant stakeholders on litigation and legal-related matters as legislatively required.
- Assist and advise the Board on risk management by establishing metrics to monitor and evaluate the organisation-wide risk responsibilities.
- Assist with the induction, orientation, ongoing training and education of the Board.
- Ensure sound management, business practice and performance in terms of organisational strategic plans.
- Draft and finalise commercial agreements and contracts as instructed by the Board of Directors and/or the Chief Executive Officer.

- Report on financial matters and interests affecting the NHLS, meeting legislative requirements and reporting on the Company's legislative compliance.
- Represent the NHLS in dealings with other entities, companies and shareholders as required by the Chief Executive Officer and/or the Board of Directors.
- Manage the Company's Intellectual Property Policy to ensure that all patents, discoveries and all ownerships are protected and functional.

MINIMUM REQUIREMENTS AND KEY COMPETENCY:

- A four-year legal degree such as BJuris/ BProc /BCom (Law) or LLB at a minimum of NQF 7 or similar.
- Admission as an Attorney or Advocate.
- Registered with the Institute of Chartered Secretaries and Administrators (ICASA) will be an added advantage.
- A minimum of 10 years' experience in a strategic corporate administration environment of which 8 years must have been spent as a company secretary environment.
- Experience in the public entities will be an added advantage.

ATTRIBUTES:

- Strategic planning and management skills
- Analytical skills
- Financial skills
- Initiative
- Negotiation skills
- Leadership skills
- Communication skills
- Planning and organising skills
- Computer literacy
- Problem-solving skills
- Full knowledge and understanding of South African legislation and good Corporate Governance

Closing: 30 November 2023



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