

ASSISTANT COMPANY SECRETARY – C4

SALARY PER MONTH: R31 796.00 PLUS BENEFITS

GROUP SECRETARIAT

ITHALA TRADE CENTRE

REFERENCE NUMBER: LJ23131

Reporting to the Group Company Secretary, the Assistant Company Secretary will be responsible for maintaining high standards of corporate governance, particularly with respect to compliance with company law.

The Assistant Company Secretary will:

- Provide company secretarial service.
- Provide company administrative service.
- Convene meetings.
- Arrange events.
- Maintain statutory registers and records of companies within the group.
- Ensure secretariat systems are maintained.
- Ensure compliance of board resolutions.

The following minimum requirements should be met in order to be considered:

Qualifications:

- A Governance Practitioner Degree at NQF 7 from Chartered Governance Institute of Southern Africa or LLB Degree or Bachelor of Commerce at NQF 7.
- Registered as a Chartered Secretary with the Chartered Secretaries Southern Africa (CSSA) will serve as an added advantage.

Experience:

- Minimum of 3 years relevant experience.

Requisite Functional Competencies:

- High level of understanding and experience in the application of Public Finance Management Act and related legislation.
- Knowledge of Corporate governance (King IV), and Companies Act.
- Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information to Executive/other Senior Management and Board members.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Computer literacy (Ms office: Word, PowerPoint, Excel).
- Knowledge and experience in financial planning and forecasting.
- Knowledge of enterprise risk management concepts, frameworks and methodology.

- Knowledge of legislative compliance.
- Practical knowledge and understanding of performance management systems development and implementation.

All Short-listed applicants will be subjected to assessments, references, and credit checks.

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT
PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITIES, AFRICAN FEMALE, INDIAN MALE OR
WHITE FEMALE.**

CLOSING DATE: 30 SEPTEMBER 2023

INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO HR_recruitment9@ithala.co.za. KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.

PLEASE NOTE:

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE, AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 3 MONTHS OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.