



Joburg|Market

Joburg Market (SOC) Ltd

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ASSISTANT COMPANY SECRETARY

SALARY: R27 487.00 (T11/C3) PER MONTH BASIC EXCLUDING BENEFITS

JOB PURPOSE

The Assistant Company Secretary shall under the guidance of the Deputy Company Secretary be required to prepare, collate and distribute agendas, resolutions and meeting documentation and take minutes of meetings designated from time to time (meetings may include that of the Board, Board Committees and/or meetings of the Executive and Management of the company, and effectively coordinate and attend designated meetings (including the annual general meeting of the company))

DUTIES AND RESPONSIBILITIES

The Assistant Company Secretary shall under the guidance of the Deputy Company Secretary be required to prepare, collate and distribute agendas, resolutions and meeting documentation and take minutes of meetings designated from time to time (meetings may include that of the Board Committees and/or meetings of the Executive and Management Committees of the company, and effectively coordinate and attend designated meetings (including the annual general meeting of the company)).

Assist in the travel and accommodation arrangements of Committee members and in instances travel with the Board Committees and Management, processing of allowed expense claims etc of the members of the Committees. Prepare and participate in preparing reports for the Committees and maintain the company's statutory registers including minute books, company registers, register of disclosures and conflicts.

Participate in preparing or in part prepare reports to the Board Committees and any other forum of the Company in relation to any subject matter required of the Secretariat from time to time.

Ensure that Board policy, relevant decisions and other communications by the Committees (regulatory or otherwise) are channelled to the appropriate members of staff and/or other stakeholders.

Generally to assist in the management of the Company's secretariat to ensure that legislative, Board and other mandatory requirements are adhered to and providing overall assistance to the Secretariat.

The Assistant Company Secretary may be required to perform the following related duties: general information and records management and updating of key risk indicators.

Supervise administrative staff responsible for administrative tasks including meeting room preparation, photocopying, delivery of documents and meeting packs.

File all meeting requests and monitor to ensure quorum requirements per the Corporate Calendar.

Assist in the travel and accommodation arrangements of the Committee members and in instances travel with the Board, Board Committees and Management, processing of allowed expense claims etc of the members of the Committees. Prepare and participate in preparing reports for the Committees and maintain the company's statutory registers including minute books, company registers, register of disclosures and conflicts and other statutory files.

Participate in preparing or in part prepare reports to the Committees and any other forum of the Company in relation to any subject matter required of the Secretariat from time to time.

Generally to assist in the management of the Company's secretariat to ensure that legislative, Board and other mandatory requirements are adhered to and providing overall assistance to the Secretariat.

The Assistant Company Secretary may be required to perform the following related duties: general information and records management.

Deputize for the Deputy Company Secretary in all instances where the Deputy Company Secretary is absent.

Supervise administrative staff responsible for administrative tasks including meeting room preparation, photocopying, delivery of documents and meeting packs.

Perform ad-hoc duties as required by the Committees.

In addition to the foregoing the Assistant Company Secretary shall at all times maintain a manner of dress, decorum and general conduct that promotes the positional requirements of the office of the Secretariat and the repute of the Board, both in relation to external and internal stakeholders of the company.

QUALIFICATIONS

Completed or studying towards a Company Secretarial Qualification or equivalent (NQF7)

Professional registration with CGISA and IoDSA registration

1-3 years Company Secretarial experience.

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

Email to asst-company-sec@joburgmarket.co.za

Please note all CV's must have the following

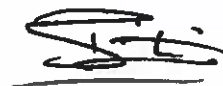
Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

NO APPLICATION FORMS MUST BE COMPLETED

Please take note that if you are not contacted after 4 weeks of closing date; consider your CV as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups.

The closing date is 10 August 2022 at 12:00 pm.


01/09/2022