



COMPANY SECRETARY

**Salary: (T18/D5) R111 948.35 per month
(Total Cost to Company)**

PURPOSE

- Provides professional company secretarial services as envisaged in the Companies Act and its regulations, the King Report and Code for Good Corporate Governance in South Africa, 2009 (King V) and other corporate governance instruments and guidelines.

DUTIES AND RESPONSIBILITIES

- Ensure compliance with all relevant statutory and regulatory requirements and best practices (King V) with due regard to the specific business interests and activities of Joburg Market
- Ensure that statutory returns are up to date and certify the Annual Report for compliance with the Companies Act.
- Timeously report any failure to comply with legislation or good governance to the CEO and Chairman of the Board.
- Ensure compliance with the Memorandum of Incorporation, the policy and procedures on Corporate Governance and other high-level policies and by-laws relevant to the Board.
- Provide assurance to the Audit and Risk Committee that matters are dealt with through effective reporting of incidents and actions plans.
- Ensure the compilation of detail and professional Communication notes and meeting minutes.
- Guidance and support to Board Members - Guide and advise the Board collectively, and each director, individually, as to their duties and responsibilities in terms of compliance and governance.
- Facilitate the assessment of specific training needs of Directors and Executive Management in regard to the fiduciary and other responsibilities.
- Ensure full access to information by all Board and committee members so that they can contribute to Board meetings and other discussions.
- Manage/Sponsor projects and/or task teams at the request of the Board or CEO.
- Attend all Board meetings and meetings of committees of the Board to ensure continuity and proper communication and raise matters at meetings that may warrant the attention of the Board or CEO.
- Attend, as an observer, meetings of the EXCO to ensure that all the relevant issues and policies agreed to by the Board are implemented and that the operational activities, strategies and goals of the service comply with legislation and are aligned with corporate policies.
- Ensure that the Non-Executive Directors remuneration and expense reimbursements are efficiently administered by the department.
- Ensure Annual Report is sent to members and relevant stakeholders within required timeframes.



Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381



info@joburgmarket.co.za
www.joburgmarket.com



PO Box 86007
City Deep, Johannesburg
South Africa
2049

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ESSENTIAL SKILLS

- Excellent written and verbal communication skills and the ability and presence to engage at a high level with regulators, stakeholders and professionals' advisors.
- Ability to interact with employees and management in a team environment.
- Knowledge of legal contract, agreement and settlement procedures and documentation.
- Ability to ensure that the standards, disciplines and procedures of the company are strictly maintained.

QUALIFICATIONS

- LLB / Bcom Law.

ADDED ADVANTAGE

- Chartered Institute of Secretaries (CIS) Qualification.
- Admitted attorney.

EXPERIENCE

- 5 years' experience in a Company Secretariat role.

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

Please take note that only online applications will be considered, please apply using the link below:

<https://joburgmarket.ecox.io/>

Please note all applications should have the following attachments: Certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

NO APPLICATION FORMS MUST BE COMPLETED.

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Applicants are respectfully informed that, if no notification/appointments/ response is received within six (6) weeks of closing date, they must accept that their application was unsuccessful.

EE targets: African Males are encouraged to apply.

The closing date is Friday, 7th August 2026 at 12h00 Midday.



24/07/2026