

**DEPUTY COMPANY SECRETARY****Salary: (T14/D1) R43 257.00 per month basic excluding benefits****JOB PURPOSE**

This role will be reporting into the Company Secretary and will, together with the Company Secretary, work closely with the Board of Directors and Senior Management, to ensure a thorough understanding of all compliance and governance matters and the risks thereof. The role will work closely with all relevant assurance functions to ensure that all statutory obligations are met and a high standard of Corporate Governance is maintained within the business.

**DUTIES AND RESPONSIBILITIES**

- The Deputy Company Secretary shall under the guidance of the Company Secretary be required to prepare, collate and distribute agendas, resolutions and meeting documentation and take minutes of Board meetings of the company, and effectively coordinate and attend designated meetings (including the annual general meeting of the company),
- Incorporating best practice corporate governance processes into board business and maintaining strong corporate governance frameworks in accordance with statutory requirements.
- To ensure compliance of the provisions of Companies Law and other regulatory frameworks.
- Filing of copy of special resolutions on prescribed form within the specified time period.
- To assist with the implementation of policies formulated by the directors.
- Handling of due diligent requests.
- Working with the leadership team and senior stakeholders to deliver better governance outcomes.
- Assist in the travel and accommodation arrangements of Board members and in instances travel with the Board, Board Committees and Management, processing of allowed expense claims etc of the members of the Board,
- Prepare and participate in preparing reports for the Board and maintain the company's statutory registers including minute books, company registers, register of disclosures and conflicts and other statutory files,
- Complete, file and/or submit on the organisation's behalf the forms, statutory returns and documents required by the Companies Act to the Companies and Intellectual Property Commission and other regulators,
- Participate in preparing or in part prepare reports to the Board, and any other forum of the Company in relation to any subject matter required of the Secretariat from time to time
- Be instrumental in the preparation and distribution of the Company's annual report, specifically in relation to matters of corporate governance, integrated reporting and legislative matters, and together with the Company Secretary ensure that Board policy, relevant decisions and other communications by the Board (regulatory or otherwise) are channelled to the appropriate members

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of staff and/or other stakeholders; further to convey the Board's instructions and requests to the relevant managers of the Company,

- 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 Deputy Company Secretary may be required to perform the following related duties: general information and records management and updating of key risk indicators
- Maintenance of the Secretariat's risk register, and load, analyse and disseminate legal agreements as part of the company's Contract Management system,
- Assist in the preparation and execution of the Secretariat budget,
- Under the tutelage of the Company Secretary keep track of all developments in Legislation and governance practice that affect the company and the Board and advise the Board thereof,
- Deputize for the Company Secretary in all instances where the Company Secretary is absent,
- Supervision of the Assistant Company Secretaries,
- Supervise the administrative staff responsible for administrative tasks including meeting room preparation, photocopying, delivery of documents and meeting packs,
- Develop and monitor annual meeting schedule or Corporate Calendar and update as and when necessary, file all meeting requests and monitor to ensure quorum requirements,
- Performing ad-hoc duties as required by the Board,
- In addition to the foregoing the Deputy 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 Company Secretary and the repute of the Board, both in relation to external and internal stakeholders of the company.

#### QUALIFICATIONS

- NQF Level 7/ Bachelor of law / Bachelor of Commerce or equivalent tertiary qualification.
- Previous experience in a Company Secretarial role (Company Law, Corporate Governance, King IV and Risk Management).
- 5 years of relevant experience.
- IoDSA registration.
- CGISA registration.

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

Email to: [deputy-company-secretary@joburgmarket.co.za](mailto:deputy-company-secretary@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**

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.

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

**Employment Equity Target White Female**

The closing date is 02 February 2023 at 12:00 pm.

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