

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

P.O Box 1134
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

Internal and External Advertisement: Ref No: HRM/08/ 2018

Ntinga O.R. Tambo Development Agency SOC Ltd is looking for a suitably qualified and experienced candidate to provide Company Secretariat to the Agency in order to ensure effective corporate governance whilst also protecting the interests of the Agency from a corporate level perspective and to ensure that it operates within the set corporate governance parameters.

INDEPENDENT CONTRACTOR/PERSON TO WORK AS A COMPANY SECRETARY: TWELVE (12) MONTHS PERIOD (FLEXIBLE TIME).

- **SALARY GRADE E1**

KEY PERFORMANCE AREAS

- Providing the directors of the company collectively and individually with guidance as to their duties, responsibility and powers.
- Making the directors aware of any law relevant to or affecting the company.
- Reporting to the company's board any failure on the part of company or a director to comply with the Memorandum of Incorporation or rules of the company or this Act;
- Ensuring that minutes of all shareholders meetings, board meetings and the meetings of any committees of the directors, or of the company's audit committee, are properly recorded in accordance with this Act;
- Certifying in the company's annual financial statements whether the company has filed required returns and notices in terms of this Act, and whether all such returns and notices appear to be true, correct and up to date;
- Ensuring that a copy of the company's annual financial statements is sent, in accordance with this Act, to every person who is entitled to it; and
- Carrying out the functions of a person designated in terms of section 33(3).
- To ensure effective corporate governance through compliance with key pieces of legislation.
- To ensure compliance with the approved Board Charter.
- To provide effective Board secretariat services to the Board of Directors.
- May provide legal advice and support to the Agency.
- May assist in drafting and vetting of contracts when required.

Post Requirements:

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)

Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;

Minimum Educational Qualifications required:

Mr. N.D. Maseko; Mr. M.M. Prumma; Mr. M.A. Nkosi (CEO)

Company Secretary: Ms. N. Mhlangiswa

- A relevant tertiary qualification such as Public Admin/Management Degree/or B Comm.
- Registration with a relevant recognized body for Chartered Secretaries.

Desired Experience:

- 5 years proven experience as a Company Secretary.
- Experience in interpretation and application of relevant legislation, drafting and vetting contracts, sourcing and providing legal opinions and managing litigation
- Practical knowledge of the Companies Act and other legislation applicable to Ntinga and corporate governance principles.
- Experience in providing Board secretarial services including ensuring sound corporate governance.
- Understanding of labour relations will be an advantage.

Special skills, mental or personality requirements:

- Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities.

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: Ms. Olwethu Gangata (HR Officer) Ntinga O.R. Tambo Development Agency, SOC Ltd No.5 Textile Road, Vulindlela Heights, Southernwood Adjacent to Pick & Pay Store, Mthatha 5099: or Post to P.O. Box 1134 Mthatha, 5099. Enquiries: Ms. Nwabisa Mningiswa: Tel: 047 531 0346. Closing date: 17/08/2018 at 16H00. If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.

Thank You

CHIEF EXECUTIVE OFFICER

Mr. M.A. Nkosi

Ntinga O.R Tambo Development Agency, SOC Ltd

