

**Address of Registered Office:**

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

**Postal Address:**

P.O Box 1134  
Mithatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

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**ADVERTISEMENT**

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

**1. COMPANY SECRETARY/LEGAL AND COMPLIANCE ADVISOR**

**Five year-performance based contract**

**SALARY: GRADE E1 (PATERSON GRADING SYSTEM)**

**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 the Companies Act (the 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 the Act;
- Certifying in the company's annual financial statements whether the company has filed required returns and notices in terms of the 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 the 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.
- To provide effective legal advice and support to the Agency.
- Drafting and vetting of contracts when required.
- To effectively manage litigation cases on behalf of the Agency

*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;*  
*Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. P. Pongwana (CEO)*  
*Company Secretary: Ms. N. Mningiswa*

## **Post Requirements:**

### **Minimum Educational Qualifications required:**

- LLB Degree or related qualification.
- Registration with a relevant recognized body for Chartered Secretaries will be an added advantage
- The incumbent should have acquired the Certificate in Municipal Finance Management Programme (MFMP), or attain it within 18 months after employment the number of unit standards required for Senior Managers in terms of the 2007 Municipal Regulations on Competency Levels
- Valid Driving License

### **Desired Experience:**

- 2-5 years proven experience as a Legal Practitioner in commercial/ corporate governance
- Must be an admitted attorney
- 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.

### **Special skills, mental or personality requirements:**

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

Kindly forward your application, comprehensive CV, certified copies of qualifications, ID and driving license to: **Ms. Vuyiseka Mviko (Head: Corporate Services)**

Ntinga O.R. Tambo Development Agency, SOC Ltd

No.5 Textile Road, Vulindlela Heights, Mthatha 5099:

**or Post to P.O. Box 1134 Mthatha, 5099.**

or Email to [recruitment@ntinga.org.za](mailto:recruitment@ntinga.org.za)

Failure to submit any of the documents listed above will result in disqualification of your application

**Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply. The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found. If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.**

**Enquiries: Ms Vuyiseka Mviko: Tel: 047 531 0346.**

**Closing date: 30 August 2019 at 16H00.**

***RECOMMENDED CANDIDATES WILL BE SUBJECTED TO BACKGROUND SCREENING AND COMPETENCY ASSESSMENT***



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**MR P.K. PONGWANA  
CHIEF EXECUTIVE OFFICER**

