

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State-Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: TEMP: COMPANY SECRETARY OFFICER - 12 MONTHS CONTRACT | Ref: REC/12/24

Minimum Requirements: • LLB Degree and Admission as an attorney • 2 years' experience in a legal environment.

Required Competencies: Computer Literacy (MS Office: Word, PowerPoint, Excel) • Knowledge and understanding of the Companies Act, the King IV code, and related legislation • Excellent administrative skills • Attention to detail • Ability to draft and understand legislative agreements and contracts.

Specific Functional Responsibilities: • **Administration of Board/sub-committee meetings** • Assist with coordination of all Board and sub-committee meetings • Coordinate and Facilitate quarterly ICT Steering Committee meetings • Coordinate and Facilitate quarterly Risk Committee meetings • Assist with coordination of Executive Management (EXMA) approval meetings and compilation of relevant documentation • Collate and Load Board submissions/documentation from relevant internal stakeholders, on BoardEffect system • Assist with proper tracking and monitoring of Board submissions resolutions and ensuring that annexures are in order • Drafting/Reviewing minutes of the Board and sub-committee meetings, maintain a resolution's register and matters arising for action register • Assist with the administration involved in the closing of meeting packs, including maintenance of resolution registers, matters arising for action, loading of documents onto Signiflow and ensure records are properly maintained using the relevant records management systems • Assist with the process for payment of Board fees and related records • **Corporate duties and implementation of the company secretarial and Board work plan** • Assist with implementation of the Board development and training programme • Assist with Companies and Intellectual Property Commission (CIPC) related duties including payment of annual duty, lodgement of Annual Financial Statements, Director resignations and appointments • Assist with annual assessment of internal audit and the finance function by the Audit Committee • Assist with all relevant procurement responsibilities • Monitoring and implementation of action plans arising out of Board assessments • Liaise with relevant external and internal stakeholders for annual renewal of membership subscriptions for Board members and Executives • Assist with annual declarations of interest by Board members • Assist with preparations and logistical arrangements for the Annual General Meeting • Assist with induction process of new Board members • Assist with review of policies, frameworks and documents relating to Board and shareholders as per the document control register of the Company Secretarial sub-unit • Research and drafting of opinions on corporate governance related matters • **Compliance** • Assist with the reviewing of compliance related policies, procedures and registers • Distribution and collation of compliance checklists • Liaise with management and internal audit and provision of support during internal audit of compliance • Assist with development of reports on compliance • Loading of non-conformances onto BPA system and monitoring of system to ensure items are closed out. • **Other administration** • Assist with all other administrative responsibilities as and may be required • Liaise and communicate with Board members, provide support as may be required • Assist with development of reports to Board.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 13 December 2024. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The East London Industrial Development Zone is an equal opportunity employer, and the filling of positions will be in accordance with affirmative action measures as per the ELIDZ Employment Equity Plan and supporting framework.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.