



## JOB ADVERTISEMENT

*FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose.*

<b>Summary</b>	
Name of Position	: <b>Company Secretary Manager</b>
Closing Date for Applications	: <b>30 September 2022</b>
Commencement Date for Post	: As soon as possible
Salary Offer	: <b>R 926,826 p.a (TCTC)</b>
Reference	: <b>FAS/RECRUITMENT/CSM76</b>
<b>JOB IDENTIFICATION</b>	
Department:	Company Secretary Office
Reporting Line	Company Secretary
Full-time/Part-time/Contract:	Full-time
<b>PURPOSE OF THE JOB</b>	
To provide managerial services within office of the Company Secretary.	

## MAIN ACCOUNTABILITIES

- Ensure that procedures for the appointment of Directors are adhered to
- Manage the orientation of new Board members
- Provide corporate governance expertise in terms of guidance and advice.
- Manage and contribute to the compilation of the Annual Report.
- Provide governance daily support to Executives.
- Dispatching information timeously to all members to enable them to prepare adequately for these meetings
- Preparing the agenda which is relevant to company's business imperatives in conjunction with the Company Secretary.
- Ensuring proper compilation and timely circulation of board papers
- Ensuring that minutes of all stakeholder meetings, Board meetings and the meetings of any Board committees or of the audit committee are properly recorded in accordance with the Act.
- Preparing and circulating minutes of meetings and ensure that the details of the resolutions and decisions are in order so that proper account of them is taken by the FASSET.
- Prepare for Annual General Meetings and management of Shareholder and Stakeholder interface leading to the AGM
- Develop good working relationships with all key stakeholders of FASSET
- Ensure that Directors fees are paid according to the approved remuneration framework
- Manage and control expenditure against budget, including causes of deviations
- Provide financial management reports relevant reports to this function to the CFO department budgeting & expenditure
- Effective and efficient management of Human Resources within the component.

### REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> <li>• Bachelor of Laws (LLB)/Bachelor's Degree in Business Administration/Management/ Public Administration/Management</li> </ul>
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### REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> <li>• Minimum of 7 years' experience in Company Secretary Office of which 5 must be in a supervisory level.</li> <li>• Experience in the public sector will be advantageous</li> <li>• Experience in working with the Board will be an added advantage</li> </ul>
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### COMPETENCIES REQUIRED AND WORK OUTPUT

Critical Competencies:	<ul style="list-style-type: none"> <li>• Public Sector Governance and legislative compliance</li> <li>• Corporate governance principles and compliance</li> <li>• Knowledge of legal and regulatory requirements</li> <li>• Knowledge of Company law</li> <li>• Ability to interpret and advise on the application of legislation</li> </ul>
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	<ul style="list-style-type: none"> <li>• Good understanding of Board dynamics</li> <li>• Quality orientation and attention to detail</li> <li>• Emotional intelligence</li> <li>• Ability to interpret and explain written organisational policies and procedures.</li> </ul>
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<b>KNOWLEDGE AND SKILLS REQUIRED</b>	
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Essential	<ul style="list-style-type: none"> <li>▪ Have strong communication skills</li> <li>▪ Judgement skills</li> <li>▪ Negotiation skills</li> <li>▪ Conflict resolution skills</li> <li>▪ Analytical and Problem Solving</li> <li>▪ Implementation</li> <li>▪ Administration</li> <li>▪ General Management</li> <li>▪ Be versatile, creative, and open minded</li> <li>▪ Have strong leadership qualities visionary, problem solver and creative.</li> <li>▪ Have strong Project Management skills</li> <li>▪ Have Financial management skills</li> <li>▪ Be systems and process driven</li> <li>▪ Have managerial and organisational skills</li> <li>▪ Have interpersonal skills</li> <li>▪ Report writing skills</li> <li>▪ Team player</li> </ul>
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<b>Date of Commencement of Position</b>
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FASSET requires applications for a permanent **Company Secretary Manager**, to join the existing team as soon as possible.

<b>Salary</b>
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The salary offer for this position is **R 926,826 p.a (TCTC)**

<b>Assessment</b>
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Applicants may be required to undergo a competency assessment.

<b>Contact Details</b>
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Submit your full curriculum vitae (including your name, contact details and at least 3 references) and copies of your qualifications and copy of ID by **no later than 30 September 2022 to: [recruitment@fasset.org.za](mailto:recruitment@fasset.org.za)** **Please quote the reference as the subject line: FAS/RECRUITMENT/CSM76. An email without the reference as a subject/heading will be disqualified.**

For any enquiries regarding the position please contact **Ms Thulile Khanyile**, Human Resources Department at (011) 476 – 8570. Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be with shortlisted candidates only.



**FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process. Targeted groups: African male, White male, White female and Indian female.**