



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20241023/2445
Advert Reference Number:	2024/10/004
Job Title:	Company Secretary
Job Level:	Paterson Grade D4
Vacancy Type:	Internal & External
Salary:	R1,020,400 to R1,530,600
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Head Office
Number Of Posts:	1

Duties/Responsibilities:

1. Governance of Board, Board Committees and Exco
 - Provide the Board members with guidance on their responsibilities as per King IV Code of Corporate Practices, PFMA (Public Financial Management Act), KwaZulu-Natal Dube TradePort Corporation Act, and the Terms of Reference of the Board and Committees on which they serve.
 - Provide Board members/directors of the subsidiary with guidance on their responsibilities with Companies Act, PFMA, King IV Code of Corporate Practices, etc.
 - Arrange training/induction of new Board members ensuring that they understand their legislated duties. Conduct governance portion of induction training. Collate training material and reference documents with which the Board members may reference to facilitate a smooth induction.
 - Capacitate the Board members so they understand all legislation impacting DTPC.
 - Review the following documents for and provide input based on changes in legislation and/or best practise:
 - a. Board Charter
 - b. Terms of Reference of Audit and Risk Committee (ARC)
 - c. Internal Audit Charter
 - d. Terms of Reference of Remuneration and HR Committee
 - e. Terms of Reference of Investment Committee
 - Develop work plans for the Boards and each of their sub committees to ensure that the content of applicable legislation and their Terms of Reference are achieved.
 - Assist Chief Executive Officer (CEO) strategically on all issues which confront DTPC and ensure these are included on the relevant agendas, elevated and dealt with at the appropriate level in the correct/appropriate meeting.
 - Confirm all draft agendas, in consultation with the CEO and Chairperson, include all materially significant or strategic matters and ensure issues are discussed timeously. Include these matters on Board/committee agenda, or if sensitive, personally contact the Chair of Board or Chairpersons of Board Committees to appraise of material issues as arise from time to time. Monitor that governance requirements are incorporated into all Board, Audit and Risk, Remuneration and Human Resource practices, Investment Committees, and Exco interactions.
 - Manage the Board calendar and make sure it allows for appropriate time for the submissions to the various Boards and Committees be reviewed by Exco and amended if required.
 - Facilitate payments to Board and Committee members quarterly, in accordance with Department guidelines and that these are approved by the Remuneration and HR Committee and Board.
 - Co-ordinate Executives and senior managers timing of preparation, quality and content of inputs for documents for Board and Committee meetings.
 - Monitor the timeous compilation and distribution of Board packs.
 - Monitor the implementation of the King IV Code and report on deviations.
 - Co-ordinate the Board and Board Committee evaluations, compile results and provide feedback on measures to improve Board and Committee effectiveness to the Chairpersons of all Committees and draft a summary report for the Member of Executive Council (MEC) on behalf of the Chairperson of the Board.
 - Draft Exco agenda incorporating all new issues as required by organisational requirements, matters arising, Board and Board committee agendas and ensure all submissions are submitted timeously.
 - Attend Exco and Board meetings to provide guidance on governance and strategic issues as discussed in those forums.
 - Draft minutes of all meetings of Board and Board Committees, Exco, and ensure that all significant matters raised are accurately and completely recorded, especially the resolutions.
 - Co-ordinate the actions as required by Exco and Board and Board Committees are carried out by Executives/managers as required and reported back to the Board or Board committees or Exco.
 - Monitor that all minutes, registers of resolutions, registers of interests declared, action plans and registers of policies are maintained and updated.
2. Governance of Organisation
 - Assist CEO to introduce a culture of governance into the organisation.
 - Draft Corporate Governance section of Annual Report in accordance with the recommendations of King IV and requirements of legislature:
 - Ensure all other sections of front part of Annual Report are drafted in accordance with legislative requirements (if any) and follow the recommendations of King IV.
 - Review, monitor and report (and draft if required) with regards to areas identified in King IV to Board including, but not limited to:
 - a. Governance and ethics matters are reported on board agenda;
 - b. Information Technology governance items are considered by the ARC and reported to the Board in accordance with King IV;
 - c. Internal Audit is project managed as dictated by good governance;
 - d. Sustainability is considered by the Board and is reported in the Annual Report;
 - e. Stakeholder relationships are considered in meaningful disclosure in the Annual Report as recommended by King IV.
 - f. DTPC moves towards meaningful Integrated Reporting.
 - Oversee that governance policies are up to date and are annually/biannually reviewed and approved by Exco, for approval by the Board/Board Committees. Including:
 - a. Code of Conduct
 - b. Delegation of Authority
 - c. Administration of Entity
 - d. Structure and Administration of Entity
 - e. Performance Information Policy
 - Co-ordinate information as and when requested by Public Protector.
 - Take part in organisational induction of new employees. Provide training regarding governance of the organisation.
 - Administer the Annual Code of Conduct process throughout DTPC.
 - Review changes to policies to ensure that relevant legal prescripts have been incorporated into policies.
 - Review compliance review reports to ensure that all controls related to policies and legislation are adhered to.
 - Report on Compliance and Ethics related matters to Audit and Risk Committee and Board.
 - Provide point of contact for Tip Offs Hotline.
 - Together with CEO consider all matters reported to the Hotline, consider any actions that need to be taken in terms of items reported (if any) and report all matters directly to ARC.
 - Project manage forensic investigations when required.

- Review the appeals received against SCM (Supply Chain Management) decisions taken at DTPC.
- Receive the reports on potential irregular expenditure and potential fruitless and wasteful expenditure.
- Review evidence and findings of irregular expenditure reports fruitless and wasteful expenditure reports for completeness, accuracy and confirm that the quality is appropriate prior to forwarding reports confirming instances of irregular expenditure and fruitless and wasteful expenditure to CEO.
- Ensure declarations of interest are maintained for all employees of DTPC.
- Ensure that if there are any interests which may cause conflicts within the procurement or contract management process are identified and reported. Compile register of companies with which DTPC may not conduct businesses is maintained.
- Review risk reports for organisation to ensure accurate and complete reporting of all material risk related matters are reported to the Board.

Qualifications and Experience:

- Post graduate qualification, Chartered Company Secretary or Chartered Accountant or Bachelor of Law.
- 10 years' experience in a Company Secretarial role or similar.
- Experience in public sector environment would be advantageous.
- 5-7 years' experience in leading and managing a team.
- 3 - 5 years' strategic management experience.
- SAICA or other relevant professional body.
- Institute of Directors advantageous
- Code EB/08 Driver's License
- Computer Literacy (Ms office: Word, PowerPoint, Excel)

Essential Knowledge, Skills and Competencies Required:

- Knowledge of corporate governance principles
- Knowledge of relevant legislation: POPI, PFMA. Preferential Procurement Policy Framework Act, Companies Act, etc.
- Analysis and problem solving, Judgement and decision making, Information seeking, Systematic thinking, Cross-cultural awareness, Openness to ideas, Stress tolerance, Flexibility, Energy, Self-confidence, Self-awareness, Organisational commitment, Learning focus, Self-reliance/Independent worker, Integrity, reliability, Coaching and developing others, Motivating others, Communicating the vision, Facilitating teamwork, Effective delegation, Managing conflict, Managing change, Proactive communication, Written communication, Oral communication, Impact and credibility, Influencing others, negotiation, Networking, Developing relationships, Planning, organizing and prioritizing, Decisiveness, Initiative, Results, quality and detail focused.

Additional Information

Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Only shortlisted candidates will be contacted. If you don't hear back from us within 2 months after the closing date, it means that your application was not successful.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 06 Nov 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.