

## JOB PROFILE

### 1. Position Detail

Job Title	Company Secretary
Job Grade	D4
Date Reviewed	May 2025
Location	Auckland Park, Johannesburg

#### Position in the Organisation:

Department	Company Secretariat
1st Line Manager	Chief Executive Officer (Administrative) Chairperson of the Board (Functionally)
2nd Line Manager	
Direct Subordinate(s)	Assistant Company Secretary Administrator Assistant

#### Overall Purpose of the Job

Purpose Statement
To manage the provision of company secretariat services to the Board and sub-committees, ensuring compliance with all applicable legislation, corporate governance regulations and guidelines. To implement the corporate governance framework activities across the business through the planning, directing and coordination of all governance practices. To act as the main liaison between the Board, shareholder and management and provide legal advisory services to the Board supported by the Legal and Risk Unit as required.

#### Education (Formal Qualification Required)

Minimum
NQF Level 8 Qualification in the Legal field
Advantageous
Qualification from the Corporate Governance Institute of South Africa (CGISA), Institute of Directors South Africa (IODSA) or any other related governance bodies. Master's Degree qualification Admission as an Attorney

#### Legal Requirements (e.g. Driver's License, etc.)

Detail
Membership/registration with a legal or company secretariat professional body Driver's license

#### Experience (Experience Required - Number of years)

Minimum
5-10 years' experience in the legal and corporate governance/company secretariat of which 5 years must be management level
Advantageous
5-10 years' experience in the legal and corporate governance/company secretariat of which 5 years must be senior management level within the SOE sector. Legal experience (Litigation and legal advisory experience)

## 2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
<b>Strategy Planning &amp; Implementation</b>	<ul style="list-style-type: none"> <li>Contribute towards the development of the overarching MDDA business strategy, providing strategic input and guidance to support the achievement of business strategic objectives</li> <li>Develop the company secretariat strategy and annual performance plan in alignment with the MDDA business strategy</li> <li>Monitor the implementation of compliance to legislative prescripts</li> <li>Participate as a member of the Management Committee (Manco) to contribute towards strategic decision making and policy making and participate in internal managerial committees</li> <li>Drive the identification and communication of potential weaknesses and risks within the department, developing risk mitigation plans to address risks</li> <li>Produce reports on the departmental performance reflecting all relevant statistics and performance indicators</li> <li>Create and maintain a climate conducive to performance to ensure that the MDDA delivers against its strategic objectives</li> </ul>	15%
<b>Company Secretariat Function</b>	<ul style="list-style-type: none"> <li>Prepare the annual Board Calendar in consultation with the Board Chairperson and the CEO</li> <li>Coordinate and facilitate the holding of Board and Committee meetings as required by legislation</li> <li>Prepare the agenda and meeting document packs in consultation with the Chairperson for all meetings of the MDDA Board, Committees and Sub-Committees</li> <li>Issue notice and agenda of Board and Committee meetings to every Board Member</li> <li>Attend Board, Committee and Sub-Committee meetings to ensure that the legal requirements are fulfilled</li> <li>Prepare minutes as a record of Board, Committee and Sub-Committee proceedings in accordance with legislation, and distribute to members as per prevailing policy</li> <li>Facilitate the obtaining of appropriate responses and feedback to specific agenda items and matters arising from earlier meetings as regards Board, Committee and Sub-Committee deliberations</li> <li>Ensure the business strategy is tabled as per prevailing policy and prescripts</li> </ul>	35%
<b>Corporate Governance</b>	<ul style="list-style-type: none"> <li>Provide the Board Members collectively and individually with guidance as to their duties, responsibilities and powers</li> <li>Keep the Board Members aware of any law relevant to or affecting the MDDA</li> <li>Report to the Board on any failure on the part of the company or a Board Member to comply with the rules of the company or the MDDA Act (or any other legislation)</li> <li>Assist to ensure that the procedure for the appointment of Board Members is properly carried out through the taking of the relevant oath.</li> <li>Assist in the proper induction, orientation, ongoing training and education of Board members, including assessing the specific training needs of Board members in their fiduciary and other governance responsibilities</li> <li>Maintain a direct channel of communication to the Board Chairperson and Committee Chairpersons and provide comprehensive practical support and guidance to Board Members, with particular emphasis on supporting the Non-Executive Directors, the Chairperson of the Board, the Chairperson of Committees and the audit committee</li> <li>Maintain up-to-date Board and Board Committee Charters and Terms of Reference</li> <li>Assist with the evaluation of the Board, its committees and its individual Board Members</li> <li>Drive and oversee the corporate compliance program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the Agency. Facilitate the appropriate evaluation, investigation and resolution of identified compliance issues on at least a quarterly basis.</li> </ul>	30%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	<ul style="list-style-type: none"> <li>Assist the board in procuring service providers who may be required to carry out investigations or research in cases where executives may be precluded by virtue of conflict of interest or confidentiality (in-committee activities).</li> <li>Monitor compliance of the Board to prescripts, relevant legislation, rules and other statutes of the Agency</li> <li>Present results of compliance efforts of the Agency and provide guidance to the Board, Exco and the management team on matters relating to compliance</li> <li>Identify potential areas of compliance vulnerability and risk, and develop / implement corrective action plans for resolution therein</li> <li>Disseminate and analyse new or revised laws and regulations, and carry out research on compliance and corporate governance issues</li> <li>Ensure that all deadlines concerning regulatory compliance are met</li> <li>Records management and the necessary archiving and storing for referencing and compliance in accordance with MDDA Policies</li> </ul>	
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>Prepare the departmental budget in accordance with the budgeting guidelines</li> <li>Monitor expenditure against the budget and ensure that spending occurs within the budgetary restrictions</li> <li>Sign off on expenditure, as per delegation of authority (as applicable)</li> <li>Manage departmental assets in compliance with supply chain policy and procedures</li> </ul>	10%
<b>People Management</b>	<ul style="list-style-type: none"> <li>Oversee the recruitment of departmental staff in accordance with company policy and procedures</li> <li>Develop performance contracts for subordinates and conduct performance reviews to measure performance against agreed objectives, identifying training needs</li> <li>Lead, coach and mentor direct reports to foster personal growth and teamwork</li> <li>Address discipline and workplace conflict within the department, and where necessary implement appropriate disciplinary procedures in consultation with the Human Resource Department</li> <li>Manage the administration of direct reports through the approval of leave and travel expenses and relevant claims</li> <li>Promote a culture that reflects and rewards high-performance, team orientation and employee well-being</li> <li>Set an example for staff by upholding MDDA's values, adhering to the organisation's policies and procedures, corporate governance, and related legislations</li> </ul>	10%

### 3. Competencies (Knowledge, Skills and Behavioural Attributes) -

Knowledge	Skills	Behavioural Attributes
Applicable legislation and regulations (e.g. PFMA, Treasury Regulations)	Leadership	Attention to detail and accuracy
Corporate Governance (Protocol on Corporate Governance in the Public Sector, King II and III, governance best practice).	Presentation and Communication (Written and Verbal)	Confidentiality
Financial principles	Interpersonal	Ethical
Knowledge management	Report Writing and Minute Taking	Integrity
	Relationship Management and Networking	Strategic thinker

	Problem solving	Ability to use judgement /discernment.
	Planning and Organising / Logistics (of meetings etc) and assisting with strategic planning for the unit.	Protocol / Diplomacy
	Time management	
	Advanced Microsoft Office	

#### Special Requirements

Detail
<p>Required to work extended business hours occasionally</p> <p>Required to travel</p>