



ADVERT

Post: Company Secretary
Department: Office of the Registrar/RTIA Board
Reference: CS/RTIA/2021
Salary: R 1 057 326 - R 1 245 495 , all-inclusive salary package
Term: Permanent

Requirements: *An LLB Degree/Bachelor of Law Degree * A total of ten (10) years related corporate legal experience of which five (5) years is in senior management echelon. *Extensive knowledge of the Company Act of 2008, King IV and the Public Finance Management Act. He/she must be registered or accredited with a relevant professional body. The knowledge of the AARTO Act, National Road Traffic Act and any other transport related legislation would be an added advantage*.

Required Competencies: Planning and Organizing, Communication, Stakeholder Management, Business Management Principles, Problem Analysis and Solving, Interpersonal Relations and Negotiation, Computer Literacy and Corporate Governance.

Duties:

*Provide the board and the individual directors with guidance as to the nature and extent of their duties and responsibilities. *Facilitate the induction of new board members and, together with the Chairperson of the board, develop mechanisms for providing continuous education and training for board members. * The Company Secretary should assist the Chairperson and the Registrar in determining the annual board plan and other issues of an administrative nature. * Provide guidance to the Board and the Committees on matters of statutory and regulatory compliance. *Provide a central source of guidance and advice to the Board on matters of business ethics and good governance in terms of the Code of Conduct. *Manage all the resources of the board Office and ensure compliance to RTIA policies. *Provide secretariat services to the board /committees and develop and maintain a records management system. *Ensuring that minutes of 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.

Enquiries: Mr. C Barties – (087) 285 0500

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in two months, please consider your application as unsuccessful. Recommended candidate will be subjected to a competency assessment, security clearance and qualification verification process.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to Recruitment@rtia.co.za

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile.

Closing Date: 13 September 2021 @ 16:00 pm