



CONTRACT VACANCY – Company Secretary (General Management)

We are currently looking for a highly professional and driven individual to take responsibility for the company secretarial function within our dynamic and independent social organisation for a contract period of 12 months.

Communicare is a dynamic and independent social enterprise that responds to the country's housing crisis. We manage a growing residential portfolio in the affordable and social housing markets. Our social enterprise business model makes us the most sustainable provider of discounted rentals in South Africa. We also have a social development arm providing support services to our tenants, such as life skills, job seekers and active aging programs. We are not just another landlord. We make a difference!

The successful candidate will provide independent strategic advice and guidance on corporate governance structures and processes as well as on compliance with statutory matters.

KEY PERFORMANCE AREAS (include but not limited to):

- 1. Guidance to the Board**
- 2. Statutory Records and Board Administration**
- 3. Companies Act Compliance**
- 4. Board Recruitment and Assessment**
- 5. Strategic Management**

DUTIES AND RESPONSIBILITIES (include but not limited to):

- Provide guidance to Chairperson, directors, and prescribed officers in relation to their duties, responsibilities, and powers under the Companies Act and in relation to other relevant regulatory requirements.
- Advise and ensure that the board is fully briefed on any legislative, regulatory, and corporate governance developments that may affect the company's operations.
- Monitor and proactively report any lack of compliance with the Companies Act or the organisation's MOI and rules.
- Provide guidance to Chairperson, directors and prescribed officers during the development, revision, and implementation of Company policy and with consideration of the company's stated performance objectives and targets.
- Guidance provided effectively to directors and prescribed officers on the company's Risk Management frameworks and with consideration of the company's stated performance objectives and targets.

- Effective and efficient administration of Board, Board committee meetings and Annual General Meetings in adherence with the Companies Act, other relevant statutory requirements, and organizational policy
- Provide assistance to the CEO and Chairpersons with drafting yearly work plans.
- Ensure that the Board and Board Committee charters and terms of reference are kept up to date.
- Submission of statutory documents
- Certification of the Annual Financial Statements
- Provide guidance to Chairperson, directors, and prescribed officers on matters of good governance.
- Directors' Fees and entitlements are set, paid, and disclosed with regard for good governance.
- Advise Board chairperson of pending retirements or resignations of directors and assist with the appointment of suitably qualified and skilled directors.
- Assist the Nominations Committee to manage the Board recruitment and selection process.
- Appropriate Induction Programme planned and implemented for each new director.
- Assess the specific training needs of directors and provide an ongoing development programme for directors related to their fiduciary and other governance responsibilities.
- Advise the HR Manager and relevant parties on appropriate training opportunities for prescribed officers related to their fiduciary and governance responsibilities.
- Participate and contribute to company-wide strategic planning.

QUALIFICATIONS AND ABILITIES / SKILLS:

- Law degree.
- CIS Diploma.
- 5 years' experience as a company secretary.
- Relevant prior experience in a commercial environment.
- Relevant experience in a Non-Profit Company (Advantageous).

What makes this job awesome? Among other perks, we have flexible working hours, actively promote learning and professional growth, honour employee wellness and have cultivated a culture of accountability, integrity, respect, and excellence.

Preference will be given to applicants in accordance with the organisation's Employment Equity Plan.

Applications for this role must include a comprehensive CV, covering letter and two recent contactable references.

Applications must be sent to applications@communicare.org.za

The final day for applications is on 5 August 2021.