



Company Secretary
Ref: CEO 006/02/2017
(5-Years Fixed Term Contract)

THE EMPLOYER

The **Cross-Border Road Transport Agency** is a statutory authority, established in terms of Section 4 of the Cross-Border Road Transport Act, Act No. 4 of 1998, as amended, to regulate cross-border road transport.

The position will be based at the Agency' Head Office in Menlyn. The incumbent will report directly to the Board of Directors.

Job Purpose:

The Company Secretary is responsible for providing board members with guidance in their duties, responsibilities and powers and make them aware of all laws and regulations relevant to the Agency. This should include advice on ethics and good governance. The Company Secretary should remain abreast of developments in corporate governance and is pivotal to ensuring that the directors adhere to the highest governance standards as detailed in legislative prescripts, public sector protocols on corporate governance and best practice. The Company Secretary should ensure the effective running of the board and its committees by providing administrative and secretarial support to all governance structures of the Board and communicate the resolutions of those structures to executive management for execution. The Company Secretary must identify relevant training for board members and conduct induction for new board members.

Qualifications:

- Tertiary qualifications in the legal field
- Accountancy and Finance
- HND: Business/management/business with languages
- Politics/government/public administration
- Institute of Chartered Secretaries and Administrators (ICSA) exams

Experience:

- 5 years' experience in local/central government or a registered company, involved in related functions

COMPETENCY REQUIREMENTS

- Advisory Skills
- Research Skills
- Legal knowledge
- Presentation Skills
- Excellent organisational and management skills
- Policy development Skills
- Interpersonal Skills
- Tactful and diplomatic approach
- Confidence to work with high profile company staff and Board members
- Discretion in handling confidential information
- Ethical
- Attention to detail
- Integrity and highly confidential

KEY PERFORMANCE AREAS:

- Advise and manage the effective functioning of the Board and its committees;
- Manage governance processes;
- Prepare, in consultation with the chairperson of the Board and the CEO, the agenda and other documents for the Board and Committees meetings and Annual General Meeting;
- Prepare the schedule of Board and Committees meetings;
- Prepare parts of the Annual report related to governance;
- Oversee the Safe-keeping of Board documents (i.e. minutes, resolutions, correspondences, reports, agreements, Charters, etc.);
- Deal with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant external and internal stakeholders;
- Induct new members and organizing training for board members;
- Advise the Board and committees on governance matters and providing guidance in Board and committees meetings;
- Keep abreast of legislative developments and informing the change in the regulatory environment;
- Provide secretariat and administrative support to the Board;
- Keep track of implementation of the Board resolution and report to the Board;
- Review governance systems periodically to ensure relevance.

BENEFITS: The employer offers an all-inclusive market related package.

CLOSING DATE: 24 February 2017

Candidates should forward their application to the: Human Resource Department by email to: recruitment7@cbrta.co.za and **kindly indicate the reference number.**

C-BRTA reserves the right not to appoint. Short-listed candidates will be subjected to a reference, security clearance and criminal records check.

Should you not hear from the C-BRTA 21 days after the closing date, consider your application to be unsuccessful.