

POSITION DESCRIPTION	
Position Title	Company Secretary
Purpose	This position is responsible for all the secretarial, legal management on all legal matters in the NDA and statutory functions and duties within the organisation
Department	Office of the Chief Executive Officer
Reports To	Chief Executive Officer
Peromnes Grade	5
Number of Direct Reports	1. Administrative Assistant

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • An LLB qualification or equivalent qualification • Company Secretarial Certificate will be an added advantage
Essential Experience	<ul style="list-style-type: none"> • A minimum of 5 years' relevant experience in practice with a corporate entity • Extensive Corporate Governance, Compliance, Legislative Framework environment experience. • Knowledge of legal and regulatory requirements affecting public entities, corporate governance instruments and guidelines (e.g. KING Reports) • Familiarity with system/ process documentation
Competencies	<ul style="list-style-type: none"> • Understanding of various legislation regulating public entities and NDA in particular. • Knowledge of company secretarial duties and responsibilities • Familiarity with system/process documentation and business processes • Knowledge of leadership and management principles • Knowledge of socio, political and economic issues facing South Africa • Development and analysis of strategy, systems, processes and tools. • Knowledge of Financial and risk management •
Skills & Abilities	<ul style="list-style-type: none"> • Strategic Resource Management & Leadership • Communication • Organisational & Stakeholder Awareness

	<ul style="list-style-type: none"> • Resource Mobilisation • Change Leadership • Results Orientation • Negotiation skills • Influential • Strong analytical skills • Excellent communication skills – all aspects • High levels of professionalism • Good interpersonal skills • Excellent planning, co-ordination and follow through skills • Excellent administrative skills • Ability to interpret and advise on the application of legislation • High levels of discretion and confidentiality • Ability to interpret international and local conditions and trends • Ability to work under pressure
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal relations • Ability to work under pressure • Innovative and creative • Independent thinker • Ability to work in a team and independently • Cultural sensitivity • Adaptability • Political sensitivity • Cost consciousness • Honesty and Integrity

MAIN AREAS OF RESPONSIBILITY

- Provide strategic advisory services in relation to secretariat services to the Board and Executive Management
- Advise the Board collectively and individually of their legal rights and obligations in relations to matters of their responsibilities and law (NDA Act as amended, PFMA, etc), and good corporate governance
- Prepare, collate and distribute Board and Committee charters and work plans
- Responsible for the logistics (e.g travelling etc) for the meetings of Board and its Committees
- Responsible for the preparation meeting agendas, taking of minutes and distribution thereof, circulation of action list on resolutions
- Responsible for the processing of Board Fees and other associated matters
- Maintain the Agency's statutory registers including minute books, Board registers, registers of disclosures of conflict of interests, etc
- Prepare reports to Board and its Committees and any other forum in relation to any subject matter required of Company

Secretariat from time to time

- Ensure that Board decisions and other communications are formally channeled to the appropriate members of staff and other stakeholders
- Responsible for the development of Board members (skills, technical knowledge, etc)
- As the Head of Company Secretariat, the employee will be responsible for the management of staff in the unit
- Foster effective teamwork amongst the staff in the Company Secretariat
- Draft and ensure implementation of Company Secretariat policies and procedures; review existing policies on an annual basis and recommend changes as appropriate
- Facilitate the development of a values charter for the NDA
- Develop checklists to ensure Corporate Governance compliance to appropriate legal requirements including PFMA, NDA Act, Treasury Regulations, Financials, etc.
- Identify areas for continuous process improvement
- Communicate with other departmental executives and external parties as appropriate

KEY RESPONSIBILITIES AREAS & OUTCOMES

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<i>Leadership</i>	<ul style="list-style-type: none"> • Participate with the EXCO team in developing a vision and strategic plan to guide the organisation • Identify, assess and inform EXCO team of internal and external corporate governance issues that affect the organisation
<i>Operations Planning and Management</i>	<ul style="list-style-type: none"> • Develop and implement operational plans for the Company Secretariat and ensure that unit goals and objectives work towards the strategic direction of the organisation • Oversee the efficient and effective day-to-day operation of the Company Secretariat • Coordinate the production of the NDA's Annual Report • Develop and monitor corporate governance compliance checklist for the NDA • Ensure NDA compliance with all statutory and regulatory requirements • Compile, update and manage comprehensive policy register • Develop and distribute Delegations of Authority providing advice regarding its content
<i>Company Secretariat functions</i>	<ul style="list-style-type: none"> • Monitor all legislative, regulatory and corporate governance developments that might affect the NDA's operations, and ensure that the Board is fully briefed on these • Ensure the publication and maintenance of standard protocol document for Board management and related processes • Manage Portfolio Committee matters • Develop and ensure maintenance of the Board and Committee's charters and terms of reference • Ensure the smooth running of the Board's and Board Committees' activities including the following: co-ordination of meetings, assisting the CEO with the preparation of agendas, papers and reports, attending meetings and ensuring minutes are written, ensuring follow-up on outstanding matters; advising on Board procedures and ensuring that the Board follows them • Provide support and advice on all matters required by the Board • Monitor that proper procedures are followed during the appointment of Board members by the Minister (DSD) • Develop and implement a Board and Board Committee induction training programme, and manage the induction of new Board members into the organisation

	<ul style="list-style-type: none"> • Establish training requirements for new Board appointees and implement appropriate orientation and training for the Board as required • Oversee the payment of Board member fees through the production of a payment schedule for HR • Ensure communication of Board decisions and monitor progress in so far as reporting to staff and management • Co-ordinate Annual performance evaluation of the CEO, and annual evaluation of Board and Board Committee members
<i>Financial Planning, Management and Administration</i>	<ul style="list-style-type: none"> • Assist in the preparation of a comprehensive budget for the Governance Unit • Administer the funds of the department according to the approved budget and prepare and submit monthly management accounting reports • Monitor budget expenditure and take corrective action when necessary
<i>Reporting</i>	<ul style="list-style-type: none"> • Provide regular feedback to EXCO and Board (and its committee/s relevant to the work of the Department) with regards to the operations of the Department • Prepare and submit statistical/statutory reports as appropriate • Submit monthly performance reports to the CEO's Office • Collate annual performance report for the NDA to the Board and DSD on behalf of the CEO, as appropriate <p>Monitor and present Quarterly Review Reports and Analysis against the performance plan and in relation to the work of the Department</p>

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • NDA Board • Board Committees • NDA EXCO • All Business Units 	<ul style="list-style-type: none"> • Department of Social Development – National • Minister's Office • National Treasury • Auditor General • Government Departments and Agencies

Signed by: (Job Holder)	Authorised by:
Date:	Date: