



ASSISTANT COMPANY SECRETARY

Ref No. RTMC/OCEO/ACS/2024

Market related salary

Position: Assistant Company Secretary

Unit: Office of the Company Secretary

Location: Eco Park

Job Purpose: The Assistant Company Secretary is responsible for ensuring the smooth running of Board activities, coordinating Board and Committee meetings and ensuring the quality of the reports from Management to Board / Board Committees. The incumbent will ensure that all Board and all Board Committees resolutions are communicated and implemented timeously.

KEY JOB RESPONSIBILITIES:

- Communicate an annual schedule for all Board and Board Committee meetings aligned to all compliance imperatives.
- Efficiently arrange all Board and Board Committee meetings.
- Prepare Board and Board Committee packs for distribution prior to the scheduled meetings in line with set timelines.
- Record and prepare minutes of Board and Board Committee meetings.
- Ensure that minutes and agendas are distributed to recipients within the set timelines.
- Ensure sign-off of all minutes of the Board and Board Committees upon approval.
- Ensure that all signed minutes are filed and stored as per the regulations.
- Promote open communication to the Company Secretary team to ensure problems are addressed timeously and effectively.
- Assist with the management of Board and Board committee meetings.
- Liaise with the management to ensure sound information flow within the Board and Board Committees.
- Follow up on matters arising and convey Board and Committee resolutions
- Assist with the management of corporate governance issues and produce governance reports as and when required.

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- Assist in the compilation of committee reports to the Board.
- Assist the Company Secretary in reviewing the Board Charter, Committees Terms of Reference and Annual Work Plans.
- Assist the Company Secretary in conducting Board/ Committee self-evaluation.
- Oversee the presentation of documents and packs to the relevant Board Committees.

QUALIFICATIONS AND EXPERIENCE:

- Matric (NQF level 4)
- LLB / BCom (Law) is essential.
- Chartered Governance Institute of Secretaries qualification at Board exam level will be an added advantage.
- Postgraduate Diploma/Certificate in other governance related areas will be an added advantage.
- 3 to 5 years working experience as an Assistant Company Secretary or Board Committee Secretary with sound knowledge and understanding of corporate governance.
- Extensive experience in minute taking is essential.

KEY ATTRIBUTES AND COMPETENCIES:

- Accountability and ethical conduct.
- Quality oriented and Initiative.
- Professionalism and positive attitude.
- Strong communication and administration skills.

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae.
- Copies of qualifications.

Applications must be forwarded via email to: OCEOrecruitment@rtmc.co.za

Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

NB: Persons with disabilities are encouraged to apply.

Closing date is the 16 February 2024 at 16:30 pm, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425