

We are looking for talented individuals who seek to further their careers in a rural environment working within the public sector in Maletswai. JOE GQABI ECONOMIC DEVELOPMENT AGENCY is a special purpose vehicle of Joe Gqabi District Municipality which covers the area of Walter Sisulu Local Municipality (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu Local Municipality (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini Local Municipality (Ugie, Maclear, Mount Fletcher and the rural part of Tsolo and Qumbu).

If you are serious about economic development and seek to contribute to a transformed Eastern Cape Economy, are results-driven and have passion for the Eastern Cape, you are maybe our candidate. JoGEDA offers you an opportunity where you can make a positive impact on the lives of the people of the Eastern Cape.

COMPANY SECRETARY & LEGAL SERVICES
(FIVE-YEAR FIXED TERM CONTRACT)

JOB DESCRIPTION SUMMARY:

- To fulfil the duties of a Company Secretary, as legislated by the Companies Act and guided by the King V Report.

REQUIREMENTS

Education

- Law Degree or LLB
- Admission as an Attorney or Advocate will be an added advantage,
- Registration with a relevant recognized body for Chartered Secretaries will be an added advantage,
- Certificate in Municipal Finance Management Programme (MFMP) to be held, or attained within 18 months of appointment into the role,

Experience

- Minimum number of 5 years' experience as legal practitioner, in commercial/ corporate governance
- Experience in interpretation and application of relevant legislation, drafting and vetting contracts, sourcing and providing legal opinions and managing litigation,
- 3-5 years' Experience in providing Board Secretarial services, including ensuring sound corporate governance,
- Valid code B drivers' license,
- Management experience with at least 3 years at Strategic/Management level
- Experience in Corporate governance, risk management, legislative compliance and in-depth understanding of legislation

SKILLS AND ABILITIES:

- Extensive commercial law and corporate governance expertise
- Conflict and dispute resolution skills
- Strong administrative and interpersonal skills
- Organisational and planning skills
- Excellent written and communication skills

KEY PERFORMANCE AREAS:

Administration - Board and Sub-Committee Meetings

- Make administration and logistical arrangements to ensure that Board and Sub-Committee meetings occur within required parameters and compliance considerations
- Establish required structures to facilitate the functioning of Board and Sub-Committees
- Determine and monitor achievement of action planning lists, highlighting non-compliance
- Compile the annual corporate calendar of meetings and significant events
- Facilitate the circulation of round-robin items for consideration and resolution
- Communicate resolutions of the Board and Sub-Committees for implementation
- Develop action planning lists (matters arising)
- Update minute books, attendance registers, a delegation of interest registers and the like
- Ensure that required signatures from the Board and Committee members are obtained when this is required for submissions

- Provide/ circulate resolutions from the Board/ Sub-Committees that are required to be implemented by management, noting, recording and monitoring accordingly

Legal Support and Advice to the Board

Ensuring the effective management of the legal desk by

- Examining the Government Gazettes, to remain up to date with all the legislation passed thus ensuring compliance with the correct procedure of the law.
- Providing assistance to managers who are experiencing legal challenges, by providing legal advice where it is required in order to avoid unnecessary litigation which may arise out of ignorance of the law, and failure to act appropriately. In order to avoid unnecessary litigation against the agency and keep the Board abreast with new developments in law.
- Researching relevant legislation or case law and analyses it when there is a legal issue, opinion or interpretation required, in order to be in a position to provide Council with sound advice.
- Providing written legal interpretation of documents and at times required to consult externally regarding the queries at hand. Provides judicial interpretation of statutes and where required seeks the services of an expert in that specific legal field in order to obtain a thorough and researched legal opinion.
- Providing written interpretation of documents by researching same, in order that these may be used as a precedent in other legal issues of a similar nature, by interpreting the relevant section and other matters which are relevant.
- Resolving legal disputes regarding the interpretation of legislation by researching the case and by providing formal legal opinion and motivating this interpretation accordingly.
- Representing the Board on various legal forums and providing feedback by noting the Board Resolutions, and by providing feedback according to these resolutions. In order to properly advise the Board on all legal matter

Statutory and Strategic Responsibilities

- Empower directors with knowledge and insight into duties, responsibilities and powers (collectively and individually),
- Fulfil designated duties of Company Secretary in terms of Section 33(3) of Companies Act, 2008
- Check that minutes of all meetings (Board and related Committees) are recorded in terms of the provisions of the Companies Act, 2008

- Certify within the Annual Financial Statements that the Agency has filed the required returns and notices in terms of the Companies Act of 2008, and detail whether these are considered to be true, correct and up to date
- Ensure that all relevant parties receive a copy of the Annual Financial Statements
- Facilitate remuneration of the Board in terms of the approved Policy
- Ensure that Board and Sub-Committee Performance Assessments are conducted
- Ensure that minutes of all shareholders meetings, 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 Companies Act

Risk Management and Compliance

- Continuously update the Directors regarding any law applicable to the Agency.
- Report to the Agency's board any failure on the part of the Agency or a director to comply with the Memorandum of Incorporation or rules of the Agency or the Companies Act.
- Ensure policies are kept up to date and approved by the Board.
- Contribute to meeting discussions, and when required advise members of the legal, governance, accounting and tax departments of the implications of proposed policies.
- Monitor changes in relevant legislation and the regulatory environment and take appropriate action.
- Liaise with external regulators and advisers, such as lawyers and auditors.
- Take responsibility for the health and safety of employees and manage matters related to insurance and property.
- Develop and oversee the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.

Canvassing and/or lobbying of Board Members and officials will not be allowed and non-compliance shall immediately disqualify any applicant.

JOGEDA is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants and appointment will be made according to the JOGEDA Employment Equity Plan, which ensures representation of designated groups in JOGEDA.

SHOULD YOU MEET THE ABOVE REQUIREMENTS:

Send your letter of motivation for the job (quote position) you are applying and describing why you wish to join JoGEDA, CV, certified copy of all qualifications and ID document to vacancies@jogeda.co.za. **All certified copies should not be more than 3 months.** No faxes will be accepted.

JoGEDA reserves the right to appoint and not to appoint

Closing date: 03 August 2026

Should you not be contacted within four weeks of the closing date please consider your application as unsuccessful. **Enquiries: Ms. Sibongile Matomela on 051 023 0614**



DR VUYIWE MARAMBANA
CHIEF EXECUTIVE OFFICER