



### POSITION DESCRIPTION

<b>Position Title</b>	Company Secretary
<b>Purpose</b>	This position is responsible for rendering secretarial services and corporate governance services to the Board. It is also a custodian of all Corporate Governance matters in the organisation and legal advice to the Board.
<b>Department</b>	Office of the Chief Executive Officer
<b>Reports To</b>	Administratively to Chief Executive Officer Functionally to the NDA Board
<b>Peromnes Grade</b>	5
<b>Number of Direct Reports</b>	1

### POSITION REQUIREMENTS

<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in Law</li> <li>• Company Secretarial Certificate will be an added advantage</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Five (5) years' Company secretarial experience with a public entity</li> <li>• Extensive experience in Corporate Governance, Compliance and Legislative Framework environment.</li> <li>• Knowledge of legal and regulatory requirements affecting public entities e.g. corporate governance instruments and guidelines (KING Reports).</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of various legislation regulating public entities and NDA in particular.</li> <li>• Knowledge of company secretarial duties and responsibilities</li> <li>• Familiarity with system/process documentation and business processes</li> <li>• Knowledge of socio, political and economic issues facing South Africa</li> <li>• Development and analysis of strategy, systems, processes and tools.</li> <li>• Knowledge of Financial and risk management</li> <li>• Ability to interpret and advise on the application of legislation</li> </ul>

<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Strategic Capability and Leadership</li> <li>• Policy conceptualization, analysis and implementation</li> <li>• People Management and Empowerment</li> <li>• Programme and Project Management</li> <li>• Financial Management</li> <li>• Change Management</li> <li>• Knowledge Management</li> <li>• Service Delivery Innovation</li> <li>• Problem Solving and Analysis</li> <li>• Client Orientation and Customer Focus</li> <li>• Communication</li> <li>• Honesty and Integrity</li> <li>• Interpersonal skills</li> <li>• Leveraging diversity</li> <li>• Coaching and mentoring</li> <li>• Organisational &amp; Stakeholder Awareness</li> <li>• Strong analytical skills</li> <li>• High levels of discretion and confidentiality</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal relations</li> <li>• Ability to work under pressure</li> <li>• Innovative and creative</li> <li>• Independent thinker</li> <li>• Ability to work in a team and independently</li> <li>• Cultural sensitivity</li> <li>• Adaptability</li> <li>• Cost consciousness</li> <li>• Honesty and Integrity</li> </ul>

<b>MAIN AREAS OF RESPONSIBILITY</b>	
<b>Company Secretarial functions</b>	<ul style="list-style-type: none"> <li>• Provide strategic advisory services in relation to secretariat services to the Board and Executive Management</li> <li>• 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</li> <li>• Prepare, collate and distribute Board and Committee charters and work plans</li> <li>• Responsible for the logistics (e.g travelling etc) for the meetings of Board and its Committees</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for the preparation of meeting agendas, taking of minutes and distribution thereof, circulation of action list on resolutions</li> <li>• Responsible for the processing of Board Fees and other associated matters</li> <li>• Maintain the Agency's statutory registers including minute books, Board registers, registers of disclosures of conflict of interests, etc</li> <li>• 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</li> <li>• Ensure that Board decisions and other communications are formally channeled to the appropriate members of staff and other stakeholders</li> <li>• 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</li> <li>• Manage Parliamentary Portfolio Committee matters to/from NDA</li> <li>• Provide support and advice on all matters required by the Board</li> <li>• Advise on the proper procedures to be followed during the appointment of Board members by the Minister (DSD)</li> <li>• Develop and implement an induction programme for the Board,</li> <li>• Establish training requirements for new Board appointees and implement appropriate orientation and training for the Board as required</li> <li>• Oversee the payment of Board member fees through the production of a payment schedule for HR</li> <li>• Ensure communication of Board decisions and monitor progress in so far as reporting to staff and management</li> <li>• Co-ordinate Annual performance evaluation of the CEO, and annual evaluation of Board and Board Committee members</li> </ul>
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Participate with the EXCO team in developing a vision and strategic plan to guide the organisation</li> <li>• Identify, assess and inform EXCO team of internal and external corporate governance issues that affect the organisation</li> </ul>
<p><b>Operations Planning and Management</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement operational plans for the Company Secretariat and ensure that unit goals and objectives work towards the strategic direction of the organisation</li> <li>• Oversee the efficient and effective day-to-day operation of the Company Secretariat</li> <li>• Coordinate the production of the NDA's Annual Report</li> <li>• Develop and monitor corporate governance compliance checklist for the NDA</li> <li>• Ensure NDA compliance with all statutory and regulatory requirements</li> <li>• Compile, update and manage comprehensive organisational policy register</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and distribute Delegations of Authority providing advice regarding its content</li> </ul>
<b>Financial Management and Administration</b>	<ul style="list-style-type: none"> <li>• Responsible for the preparation of a comprehensive budget for the Company Secretarial Unit</li> <li>• Monitor budget expenditure and take corrective action when necessary.</li> </ul>
<b>Manage and Supervise staff</b>	<ul style="list-style-type: none"> <li>• Develop adequate levels of resources as defined by NDA guidelines</li> <li>• Guide, lead and direct staff so that they are able to achieve the objectives set for them</li> <li>• Monitor and manage staff performance in compliance with the NDA Performance Management policy and processes</li> <li>• Identify staff training and development needs and ensure that they are addressed and implemented</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Submit monthly performance reports to the CEO's Office</li> <li>• Coordinate the submission of all planning and reporting documents to Board, DSD and Parliament</li> </ul>

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

Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: