



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

T: +27 (0) 11 825 0158/0151 • F: +27 (0) 86 425 5030 • E: info@ehco.org.za

Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

W: www.ehco.org.za

INTERNAL/EXTERNAL ADVERTISEMENT

COMPANY SECRETARY X1

PERMANENT

SALARY: 1 200,000 TCTC

Provide direction and strategic advice on the conduct of business to ensure that the development of strategies and corporate planning are in line with sound corporate governance principles and that the Board of Directors fulfil their statutory requirements Provide support as the Company Corporate Legal Officer

Minimum Requirement

- Bachelor's Degree in Law (NQF 7)
- 5-8 Years' experience in Corporate Governance and/or Legal Support
- Registration as a Chartered Secretary is an added advantage

Responsibilities

- The company's secretary duties include but are not restricted to:
- Providing the Directors of the company collectively and individually with guidance as to their duties, responsibilities and powers
 - Making the Directors aware of any Law relevant to or affecting the company
 - Reporting to the Company's Board any failure on the part of the company or a Director to comply with the MOI or rules of the company or the Companies Act
 - Ensuring 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 Act
 - Certifying in the company's Annual Financial Statements whether the company has filed the required returns and notices in terms of the Companies Act and whether all such returns and notices appear to be true , correct and up to date
 - Ensuring that a copy of the Company's Financial Statements is sent , in accordance with the Act, to every person who is entitled to it
 - Carrying out functions of a person designated in terms of Section 33 (3) of the Companies Act

Executive Directors: B. Molefe (CEO); Devi Pertab (CFO); **Non-Executive Directors:** B. Moholo (Chairperson); T. Vukea; Z. Nkamana; T. Limako; L. Netshitenzhe; T. Thopola; * K. Sebola (Company Secretary)

Reg. No. 2000/007936/07



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Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company, Cnr Hendrik Potgieter and 7th Avenue, Edenvale, or to recruitment@ehco.org.za, for attention: HR: Ms. Laiqah Bowers- Charles. The interviews will be conducted during April 2020. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date of 27th March 2020