



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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

W: [www.ehco.org.za](http://www.ehco.org.za)

**INTERNAL/EXTERNAL ADVERTISEMENT  
COMPANY SECRETARY/HEAD LEGAL X1  
PERMANENT  
SALARY R1,5 M – R1,8 M TCTC PER ANNUM**

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 and provide support as the Company Corporate Legal Officer

Minimum Requirement	Responsibilities
<ul style="list-style-type: none"> <li>• Bachelor's Degree in Law (NQF 7)</li> <li>• 5-8 Years' experience in Corporate Governance and/or Legal Support</li> <li>• Registration as a Chartered Secretary is an added advantage</li> <li>• The Candidate must be an Admitted Attorney of the High Court SA</li> </ul>	<p>The company's secretary duties include but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Providing the Directors of the company collectively and individually with guidance as to their duties, responsibilities and powers</li> <li>• Making the Directors aware of any Law relevant to or affecting the company</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Ensuring that a copy of the Company's Financial Statements is</li> </ul>

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|  | sent, in accordance with the Act, to every person who is entitled to it   |
|  | <ul style="list-style-type: none"><li>• Carrying out functions of a person designated in terms of Section 33 (3) of the Companies Act</li><li>• Compliance and risk management coordination within the Company.</li></ul> |

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company at [recruitment@ehco.org.za](mailto:recruitment@ehco.org.za), for attention: HR: Ms. Brenda Sekhute. The interviews will be conducted during July 2022. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date on 15 July 2022

