



**INTERNAL/EXTERNAL ADVERTISEMENT
COMPANY SECRETARY & HEAD LEGAL SERVICES X1
FIXED TERM CONTRACT
SALARY R1,5 M – R1,6 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"> • Bachelor's Degree in Law (NQF 7) • 5 years' management experience, of which at least 3 years should have been at Senior Management level • Registration as a Chartered Secretary • The candidate must be an admitted attorney in the High Court SA. • Experience in Corporate Governance and/or Legal Support 	<p>The company's secretary duties include but are not restricted to:</p> <ul style="list-style-type: none"> • 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
- Compliance and risk management throughout the organisation

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company to: recruitment@ehco.org.za, for attention: HR: Ms. Brenda Sekhute. The closing date is 14 July 2024.

Should you not hear from us within one (1) month from the closing date, please consider your application unsuccessful.