

## FREE STATE DEVELOPMENT CORPORATION

### Advertisement

#### **Post: Company Secretary**

#### **Division: CEO's Office**

#### **Post level: E2**

The position is responsible for performing and executing duties in relation to the following legislative Acts/ regulations: Public Finance Management Act NO.1 of 1999, Companies Act. 71 of 2008, Free State Development Act 6 of 1995 and King IV Report on Corporate Governance and Perform any additional functions and assignments as requested by the FDC Board from time to time.

#### **Qualifications:**

- LLB degree, admission as an attorney/advocate. A post graduate qualification will be an added advantage.
- Possession of CIS / CSSA qualification will be an added advantage

#### **Experience:**

- 5 -10 years applicable and relevant work experience in Corporate Governance.
- Knowledge of Commercial /Corporate Law.
- Knowledge of relevant and applicable legislative i.e. Public Finance Management Act NO.1 of 1999, Companies Act 71of 2008, Free State Development Act 6 of 1995 and King IV Report on Corporate Governance.
- Knowledge of Legal and regulatory compliance including but not limited to policy management and monitoring.

#### **Duties:**

- Ensure that the FDC complies with the principles of good corporate governance.
- Keep the company abreast of developments on corporate governance (e.g. King Reports) and other relevant guidelines and advisories.
- Develop, review and update various board and board committee charters and terms of references that exist within the FDC;
- Research governance trends, advisory codes as well as relevant legislation and keep all applicable stakeholders, particularly the board and management informed of developments;
- Advise the Chairperson and Chief Executive Officer on the execution of the role and functions of the Board of Directors and associated Committees;
- Ensure that the Board of Directors and Committees conduct their business in compliance with applicable legal and regulatory frameworks and associated codes of governance and practice;
- Formulate Terms of Reference for all Board and Board Committees and ensure that Committees are properly constituted and operate in accordance with their Terms of Reference.
- Ensure that there is an annual review of the Board and Board Committees so that they remain effective and legally constituted and their membership is regularly refreshed.
- Ensure that minutes of all shareholders' meetings, board meetings and the meetings of board committees are properly recorded in accordance with the Act.
- Ensure good information flow within the Board, its committees, senior and non- executive director's management.
- Ensure that the board and board committee charters and terms of reference are kept up to date.
- Collate appropriate responses and feedback to specific agenda items and matters arising from earlier meetings in board and board committee deliberations.
- Establish effective arrangements for the induction of Directors, provide advice and support to Directors regarding the discharge of their statutory duties.
- In conjunction with the Chairperson and Chief Executive plan, arrange and produce agendas, reports and the subsequent minutes for meetings of the Board of Directors and Board Committees.
- In conjunction with the Chairperson establish arrangements for evaluating the effectiveness of the Board, and for the development of an ongoing Board improvement programme.
- Provide reports as required.
- Manage staff.

#### **General:**

**An application should be forwarded to the Human Resources Manager**

**(Ms. Jabu Seapi) at [jabu@fdc.co.za](mailto:jabu@fdc.co.za).**

**33 Kellner Street, Bloemfontein, Free State 9301. Tel (051) 4000 848**

**Closing date for applications: 07 July 2020**

**NB: A probity check will be performed on all short-listed candidates.**