

## FREE STATE DEVELOPMENT CORPORATION

Free State Development Corporation (FDC) is a wholly state-owned entity established in terms of the FDC Act (Act 66 of 1995). FDC is an equal opportunity employer with a mandate to seeking, identifying, nurturing and acting as a catalyst for Free State Provincial Economic Growth within the policy framework of the National and Provincial Government.

### APPLICATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS FOR THE POSITIONS BELOW:

#### **AUDIT COMMITTEE CHAIRPERSON**

In terms of section 76(4) and 77 of the Public Finance Management Act (PFMA) read with Treasury Regulation 27, applications are invited from interested independent and suitably qualified persons to serve as the Free State Development Corporation Audit Committee Chairperson for a term of 3 years.

**Specific Requirements:** Applicant should be: (a) in possession of a post graduate degree or equivalent qualification in Accounting, Engineering, and Building Science, (b) at least five years' experience in any of the following: Accounting / Auditing and Property Management.

**General Requirements for all positions:** (a) Membership of a professional body.  
(b) Experience of serving on an audit or similar committees.  
(c) Non-government officials.  
(d) Commitment of time to attend the meetings.

#### **Applicants must possess the following qualities:**

Integrity, dedication, understanding of public sector business and controls, good communication skills, inquisitiveness and independent judgment.

#### **Key Responsibilities:**

Review the following amongst others:

- (a) The effectiveness of the internal control systems.
- (b) The effectiveness of the internal audit function.
- (c) The risk areas of the institution's operations to be covered in the scope of internal and external audits
- (d) The adequacy, reliability and accuracy of the financial information provided to management and other users of such information.
- (e) Any accounting and auditing concerns identified as a result of internal and external audits.
- (f) The institution's compliance with legal and regulatory provisions and
- (g) The activities of the internal audit function, including its annual work programme, coordination with the external auditors, the reports of significant investigations and the responses of management to specific recommendations.

#### **Remuneration:**

##### **a) Remuneration will be as per the FDC Policy .**

The Free State Development Corporation is an equal opportunity affirmative action employer. Applications must be accompanied by a comprehensive curriculum vitae as well as certified copies of qualifications and identity document. **Applications must clearly indicate the reference number on the covering letter of their applications.** Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously.

Candidates who possess foreign qualifications and /or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of level of their qualifications after evaluation on all applications.

Applicants are respectfully informed that if no notification of appointment is received within 1 month of the closing date, must accept that their applications were unsuccessful.

An application should be forwarded to the Human Resources Manager (**Ms JabuSeapi**) at [jabu@fdc.co.za](mailto:jabu@fdc.co.za) or hand deliver to the following address:

FDC  
33 Kellner Street  
Bloemfontein  
9301  
Tel (051) 4000 848

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

**Closing date: 1 June 2022**

**Please take note that applications received after the closing date will not be considered.**

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

**Division: Board**

**Post level: E2**

**Duration: Fixed Term Contract (5 years)**

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 or any relevant legal or commercial qualification, admission as an attorney/advocate or Possession of CGISA / CSSA qualification will be an added advantage.

#### **Experience:**

- 5 -10 with 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 71 of 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;
- Review the Board and Board Committees as and when necessary so that they remain effective informed by sound research and trends in governance and legally constituted and their membership is regularly refreshed.
- Act as the chief custodian of secretarial services and support to the Board.
- 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 nonexecutive directors management.
- 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 Officer, 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:**

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#### **HOTLINE:**

**Toll Free Number: 0800 701 701**

**Email: [publicservicecorruptionhotline.org.za](mailto:publicservicecorruptionhotline.org.za)**

**Toll Free Fax: 080 204 965**

**Postal: P.O BOX 582 Umhlanga Rocks, Kwazulu Natal**

**SMS: 39772**

#### **FOR MORE INFORMATION:**

**Tel: 051 4000 800**

**Email: [info@fdc.co.za](mailto:info@fdc.co.za) / [wecare@fdc.co.za](mailto:wecare@fdc.co.za)**

**[www.fdc.co.za](http://www.fdc.co.za)**