

## Company Secretary

Applications are invited from suitably qualified candidates for the position of **Company Secretary**.

The closing date for applications is **Wednesday, 09 March 2016**

Please submit your application to [executiveappointments@sarugby.co.za](mailto:executiveappointments@sarugby.co.za) . Your application should be accompanied by your detailed CV and copies of your certificates.

***Please note that preference will be given to Employment Equity candidates.***

<b>1. Job Particulars:</b>	
Job Title: <b>Company Secretary</b>	Department: <b>CEO's office</b>
Direct Reports: <b>Company Secretary Officer</b>	Travel Required: <b>Yes</b>
Reports to: <b>Chief Executive Officer</b>	Job Grade: <b>E1</b>
<b>2. Purpose of Job:</b>	
To provide leadership on Legal and Governance matters of SARU.	
<b>3. Key Results/ Accountabilities expected from job</b>	
3.1 To ensure that SARU is administered according to set governance procedures which are in line with King III, its own constitution and the country's legislation;	
3.2 To contribute in developing SARU's Constitution, Delegation of Authority and Code of Conduct for Elected Members;	
3.3 To ensure that SARU's corporate governance framework is robust and effective and that there are effective and efficient processes in place for proper conduct of SARU's business;	
3.4 To advise on legal and constitutional matters to ensure Elected Members are adopting practices in a way that is consistent with effective, financially prudent and legal administrative procedures;	
3.5 To ensure that SARU is provided with best legal advice, that legal services are effectively managed and that legal advice is timely and appropriate to ensure propriety of decision making;	
3.6 To ensure high quality legal and procedural advice at all stages of the General Meeting and Exco's decision making and ensure that a strong corporate governance culture is achieved by Elected Members and Administrators meeting the highest standards of ethical and corporate governance;	
<b>4. Experience &amp; Expertise (Typical educational qualifications &amp; experience)</b>	

**a. Educational background and formal training**

- LLB – **Essential**
- Chartered Secretaries qualification - **Desirable**

**b. Experience**

- 5-8 years' experience in legal administration - **Essential**
- 3-5 years' experience of corporate governance practices – **Essential**

**5. Critical Competencies**

- Governance
- Institutional Reform
- Leading and Influencing
- Critical thinking
- Written Communication
- Sound judgment

**Human Resources Department**