



## INTERNAL & EXTERNAL RECRUITMENT

### JOB ADVERT – ASSISTANT COMPANY SECRETARIAT

Workerslife Management Services is a wholly owned subsidiary of the PGC Group. An employment opportunity for Assistant Company Secretariat currently exist within Workerslife Management Services.

#### **PURPOSE OF THE JOB**

To assist the Company Secretary in respect of company secretarial and ancillary services as required by the Companies Act and other applicable legislation. To support the overall management of Board Administration services under the supervision of the Senior Secretariat Specialist and to closely coordinate the activities and resources. Support the Secretary function, including providing guidance on Board and Committee governance, drafting and assisting with the preparation of Board and Committee meeting materials and minutes, managing governance and maintenance function, and drafting governance documents.

#### **MINIMUM REQUIREMENTS FOR THE POSITION:**

- ❑ A minimum of three-year degree in relevant field (e.g. BCom, LLB)
- ❑ CIS qualification will be advantageous
- ❑ Experience gained and exposure to the Company Secretarial work should have be an added advantage.
- ❑ Excellent verbal communications, written; presentation skills
- ❑ An excellent command of English, both written and verbal is a requirement of the role.
- ❑ A good understanding of Company Law and the ability to interpret written laws.
- ❑ A good understanding of the statutory requirements relating to company formations, special resolutions, board resolutions, minutes and notice of meetings will be advantageous.
- ❑ Must be proficient in the use of MS Word and Excel

## **CONTENT OF THE JOB:**

- ❑ Ensure all relevant statutory requirements are fulfilled for all existing and new Board appointments,
- ❑ Assist in the preparation of Board and Committee materials such as board packs, agendas and minutes
- ❑ Prepare all scheduled Board and sub-committee meeting minutes,
- ❑ Provide effective administration for all meetings (AGM, Board and Board subcommittees)
- ❑ Draft all necessary policies, charters, terms of reference (such as Board Charter and Committee Terms of Reference) and other necessary policy documents required in line with good corporate governance,
- ❑ Prepare and track action items from Board, Board Committees and Management ensuring decisions made are communicated to the relevant stakeholders (for noting and/or actioning),
- ❑ Ensure and track timely filing of all statutory returns and forms, such as annual returns; forms for director & officers' appointments and resignations; e.g. Register and de-register directors both on CIPC;
- ❑ Check and maintain all company secretarial records in-house (manual and electronic) and with CIPC.

## **Key Soft Competence Requirements**

- ❑ Solid problem-solving and business acumen skills.
- ❑ Excellent communication and interpersonal skills
- ❑ Strong decision making and problem solving skills
- ❑ Cross cultural understanding
- ❑ Ability to work independently and take ownership of assigned tasks
- ❑ Strong attention to detail
- ❑ Team oriented individual

Send applications to [recruitment@workerslife.co.za](mailto:recruitment@workerslife.co.za) +27 (0)12 305 1082 for the attention of HR Support.

Closing date for applications is end of business on **17 June 2020**