

<b>Admitted Job Title:</b>	<b>Company Secretary and Legal Services</b>
<b>Type of Position</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Chief Executive Officer</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC007/24</b>
<b>Package per Annum</b>	<b>R1 157 746.00</b>

#### **QUALIFICATION AND EXPERIENCE:**

A relevant Bachelor's Degree in Law, (LLB/LLM). 3-5 years' experience in interpreting and advising on relevant legislation, directives, practices/ procedures and ensuring compliance. Admitted Attorney, with the membership of the Law Society of South Africa (LSSA), the Institute of Company Secretaries of Southern Africa (ICSA) or relevant bodies will be an added advantage.

#### **KNOWLEDGE AND SKILLS**

Good understanding of legislations applicable to Public Service, policy formulation, contract drafting and management. Knowledge of the litigation processes within the agricultural sector, Labour Relations and sound Law interpretation skills. Knowledge of the SCM regulatory framework, PFMA and relevant National Treasury prescripts, PSA, corporate governance and regulations. Marketing of Agricultural Products Act, 1996, Companies Act 71 of 2008. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Medium Term Strategic Framework (government priorities) and Estimates of National Expenditure (ENE). Strategic thinking and analysis. Oral and written communication. Rule orientation. Leadership, Planning and organizing.

#### **KEY DUTIES AND RESPONSIBILITIES**

##### **1. Legal Services**

- Contribute to the development of the NAMC Strategy and Annual Performance Plan as per NAMC targets.
- Develop a divisional plan which is aligned to the strategic goals and objectives of the organisation.
- Oversee the implementation, monitoring and control of Markets and Economic Research activities and actions to ensure that technical research is undertaken within the strategic focus areas in line with the Marketing of Agricultural Products Act of 1996.

- Provide qualitative and quantitative guidance and input into markets and economic research conducted internally, as well as externally under contract of the NAMC.
- Provide strategic leadership in the management of division's units and projects.
- Provide the necessary support to other Divisions of the NAMC in a coordinated manner as and when required.
- Support sponsorship and marketing plans, ensuring that the division delivers on its mandate.

## **2. Company Secretary Duties**

- Provide guidance and corporate governance advisory to Council and Committee members pertaining to their fiduciary duties.
- Prepare agendas and meeting packs for Council and Committee meetings.
- Take minutes, draft resolutions, and lodge required forms.
- Follow up on actions/resolutions from meetings.
- Oversee policies, making sure they are kept up to date and referred to the appropriate committee for approval.
- Maintain statutory books, including registers of Council members, Committees and managers.
- Deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant stakeholders.
- Contribute to meeting discussions as and when required, and advise Council members of the legal, governance, accounting and department implications of proposed policies.
- Raise matters that may warrant the attention of the Council.
- Attending to queries in relation to the Council and its Committees and related compliance issues.
- Delivering queries to the appropriate person to resolve.
- Assist the Chair with the yearly evaluation of Council members.
- Develop and maintain an effective filing system

## **3. Governance, Compliance and Internal Control**

- Oversee the development and the compilation of the Legal Risk Register.
- Present the Quarterly Legal Compliance Report/register is presented at ARC.
- Oversee compliance with relevant legislation and NAMC Policy Framework. Oversee and ensure that compliance queries within the NAMC are evaluated, investigated and resolved
- . Oversee and provide direction on the induction and training of Council and Committee members and keep them abreast of corporate governance developments.

- Act as a liaison between the offices of the Chairperson and that of the Chief Executive Officer.
- Provide Advice on meeting processes procedures to Council and Council Committees.
- Make presentations where necessary on governance reports at the Council and Council committee meetings.
- Control and approve the communication between external stakeholders, Council Chairperson, Council and Committee members and MANCOM

#### 4. Reporting and Stakeholder Engagement

- Develop, and maintain sound working relationships with customers and stakeholders to the NAMC (internal and external).
- Management of team relationships, sound partnership with Risk and Compliance.
- Encourage Team and colleague communication throughout the NAMC.
- Ensure the NAMC is in compliance with legislative submission dates.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **05 July 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za), for further enquiries, send an email to [hr@namc.co.za](mailto:hr@namc.co.za). The NAMC reserves the right to withdraw, amend or not fill the position.