

POST NO.02/2016/17

UMhlosinga Development Agency SCO Limited (UMDA) is an Economic Development Agency that is wholly owned by uMkhanyakude District Municipality. UMDA's key objective is to generate sustainable economic growth and development, through projects which benefit the local communities and residents of the District. UMDA requires the services of a Company Secretary to serve as the liaison between the Board of Directors, the Authority, its advisory bodies and the public, to provide legal advise whilst ensuring compliance and that all matters are handled effectively.

JOB TITLE: COMPANY SECRETARY

SALARY 240 000.00 (with 13th cheque) per annum PLUS pension fund and medical aid benefits

Requirements:

- Bachelors Degree in Law (LLB or LLM);
- At least two years' experience;
- Being an admitted Attorney will be an advantage.

Job Tasks

- Provide advice to the Board on legislative matters such as MFMA, Companies Act, King 3 Report, constitutional and administrative issues;
- Draft a legal opinion on request from the Board; Provide legal advice to the rest of the company on legal matters, legislation, contract law, etc;
- Provide a central source of guidance and advice to the Board on matters of law, ethics and good governance;
- Provide an update on legislative and corporate governance developments to the Board;
- Administer Board and Board Sub Committees Secretariat Functions; Assist the Chairperson and CEO to determine the annual Board plan and the administration of other issues of a strategic nature at Board level;
- Plan and design the Board meeting agenda and prepare meeting packs in consultation with the CEO and ensure they are couriered to the Board members;
- Plan and design the Sub Committee agendas and prepare meeting packs for distribution to the committee members;
- Attend Board meetings and committees of the Board; Ensure proper and orderly conduct of Board meetings and Sub Committee meetings;
- Take minutes, draft and distribute the minutes to Board / Sub Committee members;
- Submit Board action plans to the CEO;
- Monitor committee action plans to ensure plans are being addressed timeously;
- Ensure that Board members undergo the appropriate training/induction;
- Ensure compliance with statutory requirements.
- Review all legislative and regulatory developments and advise the company, the Board and/or Sub Committees accordingly;

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other departments;
- Consistently seeks and addresses feedback on own performance;

- Actively supports work improvement and/or organizational change by work or deed;
- Good understanding of Development Agencies and their legal framework;
- Good analytical, presentation and writing skills

Interested parties must forward their applications and enquires to CFO, Mrs. SQ Mntambo, UMDA (uMhlosinga Development Agency), P.O. Box 367 St Lucia, 3936, hand delivered to lot 308 Ebony Crescent, Mtubatuba 3935, or e-mail: cfo@umda.org.za. Fax applications will not be accepted. The application must include motivation letter, detailed CV with 3 contactable references.

Closing date for applications will be **07 September 2016**, (if you have not heard from UMDA within two (3) months of the closing date, please accept that your application was unsuccessful.

UMDA is committed to the principles of Equipment Equity and Equality Employment Opportunities.



17/08/2016

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MR. MM. NTULI
CHIEF EXECUTIVE OFFICER

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DATE