

Vacancy

COMPANY SECRETARY

(JOB GRADE: TBC)



AUGUST 26

HOLDING COMPANY (PTY) LTD
SPEARHEADING INDUSTRIALIZATION



JOB TITLE
COMPANY SECRETARY

DEPARTMENT
COMPLIANCE AND LEGAL

SUPERVISOR JOB TITLE
OFFICE OF CEO



DUTY STATION **WINDHOEK**

JOB SPECIFICATIONS



MINIMUM EDUCATION REQUIREMENT

- B. Juris or LL. B Degree and/or admission as a Legal Practitioner

YEARS OF EXPERIENCE

- 5 years working experience with a minimum of 3 years' experience in a corporate secretary position.

SPECIAL REQUIREMENTS

- Computer Literate (MS Word, Excel, Outlook), Accuracy, Initiative, effective communication skills and high energy in coordinating departmental event. Financial institution exposure will be an added advantage

PURPOSE OF THE JOB

The Company Secretary is responsible for all affairs associated with the Board of Directors and CEO. This includes serving Board of Directors and CEO through effective administration of the company.

The role provides professional support and functions as the leading assistant and advisor to the Directors and CEO.

It also oversees the communication and execution of the decisions of the Board of Directors and CEO and the implementation thereof.



KNOWLEDGE

- Knowledge of business and financial principles
- Knowledge of corporate governance and compliance frameworks
- Knowledge of general business software and aptitude
- Knowledge of industry regulatory and legal compliance frameworks

SKILLS

- Strong organisational skills
- Negotiating skills
- Problem solving skills
- Good written and oral communication skills
- Good time management skills
- Strategic skills
- Conflict resolution skills
- ICT skills
- Organisational skills
- Leadership skills

ATTRIBUTES

- Team player
- Adaptable and flexible
- Attention to detail
- Positive attitude
- Solution-driven
- Decisive
- Determined and persistent
- Innovative
- Agile
- Adaptable

KEY PERFORMANCE AREAS

Key Performance Area Main Duties/Activities

1. COMPANY SECRETARIAL SERVICES

- Compiles and preparation of meetings' agendas and submissions packs;
- Takes minutes at the Company's General, Management, Board and Board Committee Meetings;
- Compiles of Board Resolutions;
- Ensures compliance with Corporate Governance standards;
- Compiles and updates of annual corporate meetings' calendar, including the Company's General, Management, Board and Board Committee Meetings; Provision of administrative and comprehensive advisory services and support to the Board of Directors, its committees and members;
- Administers the Board meetings related activities.
- Completes and submits returns to the statutory bodies, Ministries and other relevant stakeholders.



KEY PERFORMANCE AREAS

Key Performance Area Main Duties/Activities

2. LEGAL SERVICES

- Monitors changes in relevant legislations, the regulatory environment and takes appropriate action.
- Develops and oversees policies and processes that ensure the company complies with all applicable codes in addition to its legal and statutory requirements.
- Oversees the legal responsibility for the health and safety of employees and manage legal matters related to insurance and property
- Prepares and reviews all legal documents required for business such as new agreements, reviewing existing agreements, issue necessary documents to meet the requirements of laws.
- Contributes to the establishment of legal guidelines for tenders and reviews all commercial contracts that the company enters to ensure its interest are safely guarded.
- Controls the transparent relationship between August 26 and other Governmental bodies to protect shareholders interest and ensures the full compliance with the law.
- Develops, implements and monitors the implementation of strategic deliverables of the Ethics Office
- Provides advice on resolution of ethics matters
- Reviews board submissions/papers (i.e., agendas, minutes, submissions for decision, discussion, noting and information) in order to ensure that they drafted and distributed in line with best governance practice
- Aligns the remuneration policy with good governance practices and standards on a regular basis
- Develops, implements and monitors the execution of the ethics communications plan
- Identifies divisional risks (skills, conflicts of interest, board talent risks) are documented and mitigated
- Develops risk mitigating factors to minimize risk in the division



KEY PERFORMANCE AREAS

Key Performance Area Main Duties/Activities

3. BOARD ADMINISTRATION SERVICES

- Maintains and monitors a calendar of important dates for the Company
- Oversees the formal induction of all board members
- Ensures the accuracy of all Board records and keep an up-to-date filing system.
- Maintains the safe custody of all records of confidential documents including delivering them to relevant authorities when required.
- Maintains up to date records of all company policies by receiving and verifying approved policies against existing ones
- Monitor the budget execution and provide reports of expenditure in the division
- Facilitate the recruitment and appointments of board members through a formal process
- Initiates the Board performance assessment
- Facilitate and manage the design the board performance assessment process
- Provides feedback on the outcomes of the board performance assessment to the relevant committee
- Develops an action plan on the curing of the findings of the Board Performance Assessment
- Undertakes any other task assigned by the Board, Managing Director and General Managers of the Corporation



KEY PERFORMANCE AREAS

Key Performance Area Main Duties/Activities

4. STAKEHOLDER MANAGEMENT

- Communicates important Board resolutions to all Board members and Executive management.
- Liaises with appointing authorities on Board appointments and oversee the processes are executed within set timelines
- Acts as a liaising person between the Board and the Managing Director.
- Provides advice to board members individually and collectively on matters of governance and board remuneration
- Liaises with regulators and advisors, such as lawyers and auditors on legal matters.
- Liaises with the Human Resource Department to identify divisional staffing needs

Delegation of Authority

Operates within set guidelines and company policies

Pressure of work High

Working conditions

Office based with regular travel required

Decision making requires

Short-term to long-term decision making, forward thinking required

Interested candidates must email their CV and supporting documents (Combined as one attachment) **Fanuel.haikuti@august26.com.na**

- Cv must be a maximum of 2 pages
- Due date 31 January 2025