

BAPO BA MOGALE TRADITIONAL COUNCIL SECRETARY

SALARY: MARKET RELATED

Bapo Ba Mogale Traditional Council is looking to engage the services of a secretary on a full time basis with the following responsibilities:

Council Secretarial functions

1. Organise and oversee procedures in Council meetings including undertaking the following duties:
 - Formulating meeting agendas with the Chairman, Kgosi and/or Rangwane and advising Council Administration management / Council Committees on content and organisation of memoranda or presentations for the meeting
 - Collecting, organising and coordinating the distribution of such information, documents or other papers required for the meeting within agreed time frame
 - Ensuring that all meetings are minuted and that the minute books are maintained with certified copies of the minutes
 - Ensure that all Council Committees are properly constituted and provided with clear terms of reference
2. Maintain and control register of Board declarations
3. Maintain all Council and its Committee charters
 - Undertake secretarial services for allocated internal meetings
 - Co-ordinate the publication and distribution of annual reports of the Council.

Corporate Governance & Compliance

- Engender mindset of adhering to good Corporate Governance and Compliance
 - Guide the Council Members on their duties in law and otherwise
 - Perform risk management by remaining up to date with changes in the regulatory environment and monitor areas of potential risk
 - Translate legislation into action steps by recommending best practice and an integration of legal compliance within risk and governance frameworks
 - Ensure that the Council meets its compliance functions under relevant laws and regulatory requirements
 - Ensuring procedural compliance within the Company Secretariat, which include the following duties:
4. Monitoring and laying in place procedures which allow for compliance with relevant regulatory and legal requirements, including legal requirements on retention of documents
 5. Develop and run compliance training programs

Legal Advice

- To provide professional support, guide and advice as required.
- Suggest and advice on various legal matters.
- To ensure that legal documents are drafted, reviewed and interpreted as per applicable laws.
- To take appropriate steps on different types of legal issues.
- Provides internal legal advisory services on legal matters related to Joint Ventures, Contract agreements, Sub-Contract agreements etc.
- Works on legal matters such as new agreements, reviewing existing agreements etc.
- Assisting in HR Disciplinary issues

Operational planning and improvement

- Assist the Council with the development, adoption and adherence to policies and operational plans.
- Identify areas for continuous process improvement and report accordingly
- Monitor the effective implementation thereof

Bapo Ba Mogale Investments NPC Responsibilities

Assist the Company Secretary of Bapo Ba Mogale Investments NPC with all legal and company secretariat related activities.

Desired Skills and Experience

Minimum Qualification:

- LLB and/or CIS
- Admitted attorney (desired but not essential)

Essential experience:

- At least 3 - 5 years in a company secretarial and/or commercial legal environment
- Proven experience in an administrative position at a senior level with extensive minute taking experience

Knowledge:

- Knowledge of legal and regulatory requirements affecting the Bapo Ba Mogale Traditional Council
- General knowledge of company secretarial duties and responsibilities
- Familiarity with system/process documentation and business processes

Skills and Abilities:

- High levels of professionalism
- Good levels of communication – written, verbal, presentations
- Good interpersonal skills
- High levels of discretion
- Good team player
- Excellent planning, co-ordination and follow through skills
- Methodical and analytical
- High attention to detail
- Excellent administrative skills

Bapong Residence will be advantageous

CLOSING DATE: 30 May 2015

All applications are to be submitted to:

The Company Secretary

Bapo Ba Mogale Investments NPC

e-mail: recruitment@bbminvest.co.za

or

Stand No E 229

Skoolplaas Section

Bapo Ba Mogale Tribal Office, Bapong, Brits