

Assistant Company Secretary

JOB PROFILE

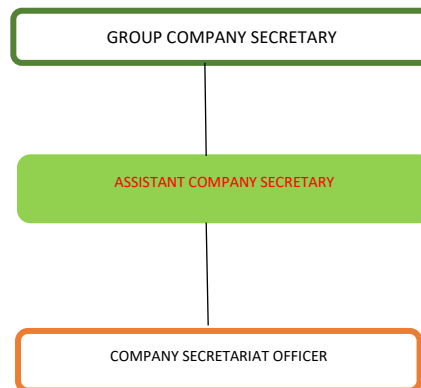
Royal Bafokeng Holdings (RBH) is an African community investment company which, together with its sole shareholder, the Royal Bafokeng Nation Development Trust (RBNDT or the Trust) is entrusted with the unique responsibility of preserving and growing the financial capital of the Royal Bafokeng Nation (RBN) and ensuring its long-term future.

PART ONE: JOB DETAILS

JOB TITLE AND INFORMATION SECTION

Job title:	Assistant Company Secretary	Reports to:	Group Company Secretary
Department:	Secretariat	No of incumbents on position:	1

Position within the organisation structure



Assistant Company Secretary

Key Clients/Relationships

Internal	External
- EXCO and RBH Board	Investee Companies
- All staff	CIPC
-	External service providers
	Auditors
	Banks
	Shareholders

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES

Purpose of the job

Assist in the facilitation and administration of Company Secretarial duties as outlined in the Companies Act and other relevant legislative framework. Oversee and management of office facilities for effective meeting management.

Key Performance Areas

Key Performance Area	Activities	Key Performance Indicators
Legal Compliance, Governance and Meeting management	<p>In addition to understanding the duties performed by the Group Company Secretary and Company Secretariat Officer, the incumbent will be performing the following:</p> <ul style="list-style-type: none"> Assist Group Company Secretary with the collation of all documents, for the board packs – check formatting, grammatical errors and completeness etc.; Co-ordinate board meetings ensuring timeous notification and publication of board packs on Diligent Boards. Assist Group Company Secretary with board induction and director training, as required Liaise with Group Company Secretary, board members EXCO and relevant stakeholders on board meeting agenda items 	<ul style="list-style-type: none"> Compliant with regulatory framework Board packs prepared and received seven days before meetings by all members. Timeous and proper communication to board members Training and induction of Directors is arranged and performed as and when required

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Key Performance Area	Activities	Key Performance Indicators
Minute taking Statutory	<ul style="list-style-type: none"> • Prepare minutes, matters arising schedules and manage the process of drafting board resolutions • Prepare and manage the governing body annual meeting calendar • Assist with management of Statutory information held within Co.Sec Software (i.e. attend to queries relating to compliance issues, registering changes to Directors, Secretaries, Addresses, Share Transactions, Share Allotments, Register all statutory forms and Annual Returns with Companies and Intellectual Properties Commission (CIPC) where relevant) • Oversee the maintenance Group Company Registers: physical and all Co.Sec DigiPlatforms • Dealing with ad hoc queries from the group companies/clients • Monitor compliance with King IV requirements and highlight compliance gaps • Maintain a monitoring brief on updates to statutory legislation to ensure that board members are duly informed 	<p>Accurate record of minutes prepared within the required time frame</p> <p>No adverse audit findings</p>
Involvement with investment transactions	<ul style="list-style-type: none"> • Assist and provide required compliance documents (i.e., KYC/FICA) and resolutions from Co.Sec. 	<ul style="list-style-type: none"> • Timeous conclusion of investment transactions
Stakeholder Management	<ul style="list-style-type: none"> • Liaising with all relevant stakeholders. 	<ul style="list-style-type: none"> • Cordial relationships maintained at all times
Strategic Alignment	<ul style="list-style-type: none"> • Understanding of how the role contributes to the broader RBH goals and what is required of the incumbent. 	<ul style="list-style-type: none"> • Manager assessment and achievement against strategic goals.

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Key Performance Area	Activities	Key Performance Indicators
Investee Companies - Board administration	<ul style="list-style-type: none"> Assist investee companies with secretarial duties as when required. 	<ul style="list-style-type: none"> Completion of deliverables as communicated and required.

Challenges/ specific factors to be considered for grading.

Factor	Explanation	
Specific complexity	<i>Indicate (if any) a specific part of the job which is complex to execute. (Can be more than one factor)</i>	Good understanding of the corporate law (Companies Act), corporate governance (King report) and applicable law and regulations
Thinking demands and key decisions made	<i>The level of thinking and decision making should be indicated from high, medium and low</i>	Yes, Deals with Executive levels from a coordinating perspective as a result ability for critical thinking required is high.
Supervisory/People management	<i>How many positions are reporting to this position according to the current structure</i>	1
Budget Management (Direct or Indirect)	<i>Budget in rand which this position has direct influence on (i.e., sets targets, monitors and held accountable for budget)</i>	None.

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PART TWO: JOB SPECIFICATION

Skills relevant to the job include the education and/or experience, specialised training and competencies required by the incumbent to be able to perform the job in accordance with specified expectations.

Type of requirement	Essential requirements of the post
Qualification/s	Matric, Legal Degree, and Chartered Governance Institute South Africa ("CGISA") Chartered Secretary Practitioner NQF8 qualification
Experience progression required	5 years or more in a Co.Sec environment. Thorough understanding of governance principles and practices Business acumen and ability to learn new concepts quickly

Knowledge /Technical competencies	Skills	Attributes
<ul style="list-style-type: none"> - Basic understanding of relevant legislative framework e.g., Companies Act - Standard office procedures including filing - Proven administrative experience - Organised, analytical, and methodical - Knowledge of MS Offices suite products (Word, Excel, PowerPoint) - Diligent Boards - GreatSoft and CDM 	<ul style="list-style-type: none"> - Excellent writing and reporting skills - Good interpersonal and communication skills at all levels within the organisation - Excellent planning and organising skills 	<ul style="list-style-type: none"> - Ability to handle confidential matters with professionalism - Ability to manage own time and ensure deadlines are met with limited supervision - High attention to detail - Ability to plan and organise - High level of work ethic and integrity

This document is a critical task analysis made for the purpose of Work/Job Design, Organisation Studies, Recruitment, and Job Evaluation (Grading). It does not purport to contain all tasks, and in addition to the activities described above, the incumbent is required to do any reasonable task of the same or lower level for which he/she is competent, on a temporary basis.