



Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development

## VACANCY COMPANY SECRETARY & HEAD OF LEGAL

Enterprise iLembe seeks to appoint a suitably qualified and experienced individual for the position of Company Secretary & Head of Legal.

### MINIMUM REQUIREMENTS:

- LLB or (BA (Law) and LLB) or (B. Juris and LLB) or (B. Proc and LLB)
- Chartered Secretaries Southern Africa Qualification (CIS) OR Company Secretarial OR Board Governance Qualification (NQF Level 7)
- 5 years' experience at a management level in a private company or public entity within the legal, secretariat, or related field
- Knowledge and understanding of Corporate Governance theory and practice, e.g. King IV Corporate Governance Framework
- Knowledge and understanding of public sector Legislation, Acts and Commercial Systems
- Proven understanding of contract, commercial, corporate and public law
- Multi-talented individual with good people management skills
- Proficiency in written and verbal communication
- End user computing skills in MS Office
- Organisational skills
- Code 8 drivers licence

### KEY RESPONSIBILITIES:

- Ensure adherence to sound corporate governance processes and effective, efficient administration of the governance function that guides and supports the Board and Executive Management as to their duties, responsibilities and powers
- Act as a point of communication between the Board of Directors and Executive Management
- Provide secretarial and administrative support to the Board and Board Sub-Committees
- Provide effective and efficient legal support for business contracts and document management,
- Provide legal advisory services and ensuring effective management of legal and contractual risks
- Ensure adherence of general statutory compliance requirements for the Entity

*Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.*

Please forward your application together with a detailed CV and certified copies of your Identity Document and educational qualifications for the attention of: **The Chief Executive Officer**; Email: [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za)

The closing date for applications is **Thursday, 10 February 2022; 16h00**. Please note that applications received after the closing date and time will not be considered.

If you do not hear from us within four (4) weeks of the closing date, please consider your application as unsuccessful.

**Linda Mncube (Mr)**  
**Chief Executive Officer**