



INTERNAL VACANCY

VACANCY	ASSISTANT COMPANY SECRETARY	DIVISION	COMPANY SECRETARIAT/LEGAL/RISK
TYPE OF EMPLOYMENT	PERMANENT	CLOSING DATE	
GRADE	C-UPPER	31 MARCH 2020	

PURPOSE OF THE POSITION

- ✓ The purpose of position is to provide support to the Senior Manager Company Secretary, Risk and Legal in implementing, ensuring and adhering to legislation (including the King III), policies and procedures and standards.
- ✓ To assist in providing legal and governance advice and support to the Board, Board Committees and Exco and Exco Sub-Committees as and when required. Provide good corporate governance,
- ✓ To perform a full statutory, compliance function that oversees the systems, procedures and processes by which Rand Refinery is managed to ensure a high standard of corporate governance practices ,vigilant risk management practices and ensuring corporate integrity.

MINIMUM QUALIFICATION

- ✓ Preference will be given to a candidate in possession of tertiary qualification (degree, diploma or national certificate) in legal/or company secretariat.

SKILLS AND ATTRIBUTES

- ✓ Computer literacy SAP and MS office, E-Sec/Boardpad, Excel and Adobe Acrobat Pro DC
- ✓ Excellent English communication skills (written and verbal) -As required in large high profile company
- ✓ Must be able to work under pressure and adversity, and meet strict deadlines - As required at managerial level
- ✓ Excellent interpersonal and organisational skills - Be able to deal at Board level, with regulatory authorities, auditors
- ✓ Possess integrity and leadership ability - Of the highest standard-Essential to the role.
- ✓ Self-starter, with attention to detail and meticulous - Time management -critical.
- ✓ Presentable with proven ability to liaise effectively at the highest governance levels throughout the company.
- ✓ Ability to take effective minutes of diverse and complex meetings and to record proceedings accurately - High, given the unique nature of Rand Refinery.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate that has 5 years' experience within a company secretariat environment.

- ✓ Knowledge and full understanding of South African legislation and good corporate governance, incl. inter alia Companies Act, King Report on Corporate Governance - Medium to large company level.
- ✓ Knowledge of specific legal and company requirements of the gold and mining industry for a medium to large company level.
- ✓ Detailed knowledge on the differing departments of the company, having an in depth understanding of these processes in order to add value to decision making - Able to think and direct strategically.
- ✓ Planning knowledge, being able to put this into practice from a leadership perspective and being able to plan effectively for up to five years.
- ✓ Additional experience and qualifications above the minimum requirements will be to the applicant's advantage.

MAJOR RESPONSIBILITIES

STATUTORY AND COMPLIANCE

- ✓ Maintain all statutory records and submissions of statutory returns in compliance with the statutory provisions of the Companies Act.
- ✓ Lodge all documents with the Companies and Intellectual Property Registration Office, maintain and update the company's register of members. This extends to all other legislation or regulations critical to the nature of Rand Refinery Limited and its subsidiaries.
- ✓ Assist with the maintenance of Rand Refinery Trademarks.
- ✓ Assist with the annual update of Policies and procedures on SharePoint.
- ✓ Assist with compliance monitoring.
- ✓ Monitor and keeps abreast of Corporate Governance developments.
- ✓ Update and Maintain the Gifts Register.
- ✓ Assist with the statutory maintenance of Rand Refinery wholly owned subsidiaries.

EXCO COMMITTEE AND SUB-COMMITTEES

- ✓ Work with the Chairman of the Exco Sub-Committees in the preparation of the schedule of committee meetings for the year.
- ✓ Assist with the Corporate Calendar.
- ✓ Prepare the agendas for these meetings in conjunction with the Chairperson.
- ✓ Draft and circulate written Committee resolutions.



- ✓ Take minutes of these meetings and ensure they are distributed as soon as possible after the meeting to aid Management in implementing the decisions.
- ✓ Act as custodian of all statutory minute books, registers and related confidential documentation.
- ✓ To monitor follow up actions taken after the meetings and maintain a rolling agenda.
- ✓ To maintain Board and Committee records including papers and minutes.
- ✓ Assist with the annual revision of Committees Terms of Reference and Committee Appointment Letters.

Annual Integrated Report

- ✓ Assist with the annual report and ensuring that statutory deadlines are met and that the statutory and regulatory disclosures are validated, particularly in relation to statements given on corporate governance and practices in the company.

ACT WITH TACT AND DISCRETION AT ALL TIMES

- ✓ Ensuring that confidential information about the company is not disclosed to any third party in line with their fiduciary duties as an officer of the company.
- ✓ Monitoring and driving of corporate governance throughout the Company.
- ✓ Make Committee members aware of all relevant laws and regulations ensuring that they adhere to the highest governance standards and report any failure to comply.
- ✓ Preparation of reports as required by the role.
- ✓ Act promptly to ensure matters are dealt with appropriately and effectively.
- ✓ Other duties as may from time to time be allocated by the Company Secretary.

SALARY

- ✓ Salary and benefits will be negotiated in line with relevant experience and qualifications.

APPLICATION PROCESS

- ✓ Applications are to be submitted in writing on the approved internal vacancy application form (CV's may be attached) and forwarded to Nonkululeko Simelane, nonkululekos@gold.co.za HR Department.
- ✓ Kindly provide proof of qualifications and experience.
- ✓ Consideration will be given to the Rand Refinery employment equity policy as part of the selection process. Please note that should your application be unsuccessful; you will be notified in writing.