



THE UNIVERSAL SERVICE AND ACCESS AGENCY OF SOUTH AFRICA

The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act of 2005.

USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages employment of suitably qualified individuals from all groups including special designated groups.

<u>POST:</u>	Company Secretary (Level 13)
<u>REPORTS TO:</u>	The Chairperson of the Board and the Chief Executive Officer
<u>CENTRE:</u>	MIDRAND
<u>SALARY:</u>	From R864 177 to R1 017 972 (depending on the successful candidate's experience)
<u>KEY PURPOSE:</u>	To support the Board of Directors of USAASA and USAF and oversee the various governance functions of the Agency; to effectively and efficiently manage the company secretariat and provide comprehensive company secretarial duties.
<u>REQUIREMENTS:</u>	B. Com – Law or equivalent relevant qualification; An LLB would be an added advantage At least 8 years relevant experience At least 5 years' experience in the public sector Demonstrable knowledge of Corporate Governance; Corporate Law; PFMA; National Treasury Regulations and King III
<u>KEY RESPONSIBILITIES:</u>	<p><u>Business Strategy Leadership</u> Participate in developing the USAASA and USAF Strategy through engagement in the strategy workshops and interventions, providing corporate governance input and feedback and submitting relevant strategic input and documentation required for the final strategy by the agreed deadline●</p> <p><u>Corporate Governance</u> Research and maintain knowledge and expertise on related company and governance legislation and requirements by tracking legislation changes, participating in relevant forums and engaging with relevant stakeholders monthly● Manage that Board and it's Sub-Committees are fully updated and educated on relevant legislation and amendments by developing communications, distributing to Board and its Sub-Committees and coordinating training sessions as required and within agreed SLA● Facilitate effective relationships and communication between the Board, Executive Management, Parliament and the Department by facilitating effective information sharing sessions and coordinating that messages transferred are consistent and accurate as required● Identify and escalate potential corporate governance risks by evaluating corporate governance practice, engaging, participating and researching governance fora and information and escalating as per approved procedure within agreed turnaround time●</p> <p><u>Board & Sub-Committee Support & Administration</u> Develop, update and conduct board induction for new Board and its Sub-Committees Members● Annually develop, update and implement an approved Board and its Sub-Committees administration framework to facilitate compliant</p>

administration practices, including but not limited to: Board and its Sub-Committees packs; Agendas Minutes and Schedules●
Manage that Board and its Sub-Committees administration is completed on time and to standard for all Board and Board Sub-Committee meetings●
Manage that Board and its Sub-Committees' decisions and actions are documented, communicated (when applicable) and tracked in the approved method and within the agreed SLA●
Manage that all Board and Board Sub-Committee documents are stored and managed according to the required security standards by monitoring filing and general document management monthly●
Manage that Board and Board Sub-Committee meetings are scheduled, coordinated and conducted within compliant and approved timelines●
Manage the Board and its Sub-Committees Meeting budget by tracking and trace expenditure and address non-compliance within defined procedure and timelines ●

Staff Management Develop capacity of the Company Secretariat unit through developing skills and competencies●
Monitor and evaluate staff performance●
Ensure the implementation of HR policies and procedures within the unit.

APPLICATION:

Application letters accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity document, should be forwarded for the attention of The Executive Manager: Corporate Services. Mr. M. Ngidi musa@usaasa.org.za, or fax to 0866813800 or **deliver** to Block No. 1 Thornhill Office Park, 94 Bekker Road, Vorna Valley, Midrand 1685

ENQUIRIES:

Mr. M. Ngidi
Executive Manager: Corporate Services
011 564 1600

CLOSING DATE:

3 June 2016

NOTE:

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application has been unsuccessful. We will not be in a position to consider late applications.