



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following positions:

Company Secretary

Salary: R898 743.00 to R 1 058 691.00 CTC per annum (Ref. 2017/06/06)

USAASA requires an experienced company secretary 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; to ensure adherence to and provide guidance on legislation and relevant prescripts; to support the Agency towards the achievement of the Agency's mandate, strategic goals and objectives. Experience, knowledge and understanding of the telecommunications environment and current developments in the broadcasting and electronic communication arena will be an added advantage. The successful candidate will be accountable to the Board on functional responsibilities and for administrative purposes he/she will report to the CEO. It is expected that the incumbent enter into a performance contract with the Agency. Suitable candidates will be subjected to a competency assessment test, verification of qualifications, reference check and security clearance.

Key outputs:

- Provide advice and guidance to the Board of Directors, on their rights, duties, responsibilities, obligations and powers in line with Corporate Governance prescripts and good practice
- Provide advice and guidance to the Board of Directors, Executive Committee (EXCO) and Management Committee (MANCO) to ensure compliance with all legislation relevant to the nature of the Agency's operations
- Supervise and manage the activities and performance of the Secretariat function
- Compilation of meeting packs for the Board and its Sub-Committees
- Organising, preparing agendas for and taking minutes of Board and its Committee meetings and annual general meetings (AGMs)
- Ensure that minutes, resolutions and actionable items are accurately recorded and followed on
- Coordinate and monitor the implementation of Board resolutions
- Attending Board and Sub-Committee meetings
- Maintaining statutory books or registers
- Dealing with correspondence, collating information and writing Board reports, ensuring Board decisions are communicated to relevant stakeholders
- Update Annual work plans for the Board and its Sub-Committees
- Update Board and Sub-Committee Charters, Codes, Policies and Terms of Reference
- Provide advise with regard to statutory services and requirements and maintain updated Statutory Records
- Implement and maintain procedures where relevant
- Arrange for external training / briefing sessions, and for the induction for the new Board and Sub Committee members
- Oversee all Corporate Litigation and produce a Quarterly Litigation Report to the Board and Audit Sub Committee
- Attend to all preparations incidental to the Annual General Meetings
- Update the annual Directors and Sub Committee Members Toolkit
- Provide general legal advice to the Board and its Committees
- Conduct legal compliance regulatory risk analysis and create a compliance register
- Review legal agreements and provide legal advice as and when required
- Implement and maintain effective risk management control programs

Minimum Requirements:

Recognised Law degree or LLB or equivalent and related Company Secretarial qualifications

- Admission as an Attorney or Advocate or Chartered Accountant. At least 8 years or more relevant experience
- Knowledge of corporate governance, Knowledge of the public sector, Knowledge of the Electronic Communication Act 36 of 2005, PFMA and National Treasury Regulations and Government Prescripts and King IV
- In-depth knowledge of corporate law
- In depth knowledge and experience of Company Secretarial practice and administration
- Microsoft Office Suite at an advanced level
- Good interpersonal skills supported by exceptional verbal and written communication skills

Competencies: Report writing and communication skills, intra and interpersonal skills Conceptual and analytical skills, Knowledge of ICT industry as well as Public Service prescripts, Public Finance Management Act, Electronic Communications Act, Companies Act, Labour legislation, National Treasury Regulations and procurement policies and legislation, Negotiation skills, Developing and monitoring the framework for compliance with legal and regulatory provisions throughout the Agency, Attention to detail, accuracy is paramount, Analysing and interpretation of information, Ability to work under pressure and meet tight deadlines, Must be able to work independently and as part of a team, Good organisational and time management skills, Planning, coordinating and prioritizing, Self-motivated, Ability to interface with client.

Enquiries: Tshepiso Motlhabi (Recruitment & Selection), Tel. (011 564 1600)
Please forward your applications and CV (with three recent referees) to tshepiso@usaasa.org.za or hand deliver to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685 for attention Tshepiso Motlhabi (Recruitment & Selection).

Closing Date: 07 July 2017

Note: Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful.