



**The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005 as amended. 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 position:**

**Company Secretary**

**Salary : R1 216 824 xv R1 433 355 per annum**

**(3 – Years) Fixed Term Contract**

**(Ref 2025/03)**

**About USAASA**

The Universal Service and Access Agency of South Africa (USAASA or Agency) is a public entity listed under section 3A of the Public Finance Management Act 01 of 1999 (PFMA) and established in terms of the Electronic Communications Act 36 of 2005 (ECA). USAASA's mandate is to promote universal access to information and communication technology (ICT) services across South Africa, particularly in underserved and rural areas. The Agency is responsible for implementing initiatives that bridge the digital divide and ensure equitable access to ICT services for all citizens.

**Key Purpose of the Role**

**Reports To:** The Chairperson of the Board and the Chief Executive Officer. The Board Secretariat is primarily responsible to perform duties and responsibilities of a Company Secretary in line with the relevant legislation and regulations and ensure that USAASA complies with its statutory obligations. The Board Secretary will oversee and direct the execution of all required official corporate filings, documents, reports and records in accordance with applicable laws and regulations. The incumbent will also be responsible to fulfil secretarial services to the board and its sub-committees. The Board Secretary will assist the Chairpersons of the Board and Board Committees with all necessary tasks to ensure effective running of the Board and Committee meetings.

## **Key Performance Areas**

### **Compliance and Corporate Governance**

- Fulfil all statutory duties of a Company Secretary in accordance with the applicable legal framework.
- Provide the directors of USAASA with guidance as to their duties, responsibilities and powers.
- Making the directors aware of any law relevant to or affecting the Agency.
- Research and maintain knowledge and expertise on related governance legislation and requirements by tracking legislation changes, participating in relevant forums and engaging with relevant stakeholders monthly.
- Monitor the activities of USAASA to ensure compliance with its own policies and procedures.
- Prepare all necessary governance and compliance documentation, such as Board resolutions, Board Charter and Terms of Reference of the Board Committees.
- 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.
- Provide advise relating to the interpretation of the relevant Legislation to the Board.
- Coordinate the Board evaluation process as required by the King IV Code on Corporate Governance.

### **Board and Sub-Committee Support and Administration**

- Provide legal and governance advise to the board and board sub-committee
- Ensure that the Board is informed and technically abreast of all changes in legislation affection USAASA.
- Attend and take minutes of at Board and Exco meetings, including Committees.
- Ensure that the proceedings of the Board and Board Committees are properly recorded and that minutes of meetings are circulated to the members of the Board in a timely manner after approval of the Chairperson of the Board and Board Committees.
- Oversee the preparation of agendas for all meetings after consultation with the relevant chairpersons and the CEO, ensuring that the agenda is relevant and pertinent to USAASA's business imperatives.
- Ensure that the Board and Board Committee charters and terms of reference are reviewed annually.

- Ensure that action plans are in place to address issues identified in terms of the Board's annual assessments.
- Manage that all Board and Board Committees documents are stored and managed according to the required security standards by monitoring filing and general document management monthly.
- Communicate decisions and action items to Executive Management.
- Responsible for the induction of new Board Members.

### **Strategic Development and Operational Planning**

- Drive the development, implementation and annual review of an overall strategic planning for USAASA and ensure that the departmental (DCDT) activities are aligned to the USAASA Strategy, Annual Performance Plan and the Board Committee goals outcomes.
- 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.

### **Financial Management**

- Manage the Board and its Sub-Committees meeting budget by tracking and trace expenditure and address non-compliance within defined procedures and timelines.
- Ensure sufficient internal control measures are implemented for adherence to PFMA, USAASA and other relevant legislation and regulations.

### **People Management**

- Ensure implementation of Human Capital processes and procedures to control / regulate workplace conflict.
- Manage and Monitor performance of the team.
- Develop capacity of the Board Secretariat unit through developing skills and competencies.

### **Qualifications and Experience**

- A degree in Law or equivalent relevant qualification.
- LLB would be an added advantage.
- Admission as an Attorney.
- Member of Chartered Governance Institute of Southern Africa (CGISA) or Institute of Directors of South Africa (IODSA)

- 08 to 10 years of relevant experience, with at least 5 years in the public sector.
- Experience in managing relationships with Boards, regulatory authorities, and government stakeholders.
- Demonstrable knowledge of Corporate Governance, Corporate Law, PFMA, National Treasury Regulations and King IV.

### **Competencies**

- Ethics and integrity.
- Report writing, administration and communications skills
- Knowledge of ICT industry as well as State Owned Entities prescripts
- Ability to work under pressure.
- Public Finance Management Act
- National Treasury Regulations and procurement policies
- Must be able to work independently and as part of a team
- Good organisational and time management skills
- Corporate Governance procedures
- Knowledge of interpretation of statutes
- King IV Report
- Risk Management
- Results orientated person.
- High level of attention to detail.
- Pro-active, highly motivated and a team player.
- Ability to assist the Chairperson of the Board, Chairs of Committees and the Executives to fulfil their responsibilities.

### **Application Process**

Interested candidates should submit a comprehensive CV, a cover letter outlining their suitability for the role, and certified copies of qualifications and identity document. Applications should be sent to **recruitmentbs@usaasa.org.za**

Closing Date: **30 March 2025**.

**Note:** USAASA is an equal opportunity employer and encourages applications from designated groups, including persons with disabilities. Correspondence will be limited to shortlisted candidates only. If you do not receive a response within three months of the closing date, please consider your application unsuccessful. For enquiries, please contact **Sharonne Scheepers – 011 564 1600**