

## **CITY-WIDE SECONDMENT NOTICE: 004/2017**

### **TO ALL STAFF MEMBERS CITY OF JOHANNESBURG AND MUNICIPAL ENTITIES**

### **REQUEST FOR ASSISTANCE ON A SECONDMENT BASIS TO JOBURG MARKET**

Request for staff on a secondment basis to Johannesburg Market.

Interested employees are invited to consider making their services available on a **SECONDMENT** basis, in accordance with the City of Johannesburg's Group Employee Mobility Policy. The employee will be seconded on his/her current salaries and existing Conditions of Service. This is a great opportunity to gain new skills, experience and exposure.

The duration of the secondment would be for a period not exceeding SIX (6) MONTHS.

1. **Municipal Entity:** Joburg Market  
**Branch:** Office of the CEO (Governance)  
**Designation:** Committee Officer

#### **Experience/Skills/Educational Requirements:**

- B Admin, CIS or equivalent qualification
- 3 years' experience, understanding and functional knowledge and application of company secretarial practice, principles of corporate governance as it obtains from the application of King 4, the Companies Act, MFMA, MSA and the relevant regulations and a very high level of computer literacy.

#### **Job Description:**

Administer the company's internal committees, attend and minute Board and Standing Committees and to coordinate the compilation of agendas for Board and Standing Committees. Key deliverables will include:

- Attend all Board, Standing Committees and Executive meetings to ensure continuity.
- Compile, edit and route minutes, reports to appropriate committees.
- Draw up, monitor and update action logs.
- Ensure agendas are compiled and distributed within set timeframes; ensure minutes are circulated within set timeframes.
- Follow proper procedures relating to Internal meetings e.g. proper notice of meeting, disclosure forms, attendance registers etc
- Ensure reports comply with company format.
- Plan Board agenda in consultation with Company Secretary.
- Make necessary arrangements for Board meetings, venue refreshments, parking, etc.
- Arrange Round Robin Resolutions and keep register.
- Attend any necessary correspondence emanating from meetings in consultation with Company Secretary
- Develop templates for Board and internal committee reports. Set standard for word processing, to ensure uniformity
- Prepare and ensure attendance registers are in place for Board and Standing Committees.
- Ensure that minutes are signed by the Chairs of Committees.

- Keep attendance registers and contact details of members
- Assist Company Secretary with the compiling and updating of Action Logs for Board and Standing Committees.
- Assist with monitoring compliance for submission for reports to Board and Secretariat within set timeframes.
- Ensure that information pertaining to previous resolutions is available at Board and Standing Committee Meetings.
- Perform any other tasks as assigned by the Company Secretary

An Application letter together with a comprehensive CV can be emailed to [vacancy@joburgmarket.co.za](mailto:vacancy@joburgmarket.co.za). For enquiries, contact Thulisiwe Nkosi on: (011) 992 8017.

**PUBLICATION DATE: 23 NOVEMBER 2017      CLOSING DATE: 06 DECEMBER 2017**



**AURIE KWATSHA**

**A/DIRECTOR: TALENT ACQUISITION, REMUNERATION, PERFORMANCE AND  
TRANSFORMATION  
GROUP HUMAN CAPITAL MANAGEMENT**