



MUNICIPAL DEMARCATION BOARD

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Phone: 012-342 2481
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LEGAL AND SECRETARIAT ADMINISTRATIVE OFFICER

A competitive all inclusive annual salary package is offered between R272,595 – R321,101

In terms of Section 33 of Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998) an efficient and effective administration must be developed to support the Municipal Demarcation Board in performing its functions. Suitably qualified and experienced persons are invited to apply for the above mentioned position.

The position of Legal and Secretariat Administrative Officer is situated in the Corporate Services Cluster. The incumbent will report to the Head : Legal and Secretariat.

The incumbent will be responsible to coordinate and arrange the functioning of the Board providing an effective secretarial service to the Board and Committees of the Board according to sound company secretarial principles. The position comprises of the following key performance areas :

1. Record minutes of the Board, the Board Committees and the Ad Hoc Committee meetings.
2. Develop agenda for the Board and the Board Committees in consultation with the Chairperson of the Board, The Chairpersons of the Committees and the Chief Executive Office.
3. Transcription, translation and interpretation of the Board and Board Committee meetings.
4. Coordinate reports to the Board and the Board Committees.
5. Follow up, monitor and report on the implementation of the Board resolutions.
6. Follow up on matters arising or action items from previous meeting.
7. Keep a record of Board decisions.
8. Keep a record of approved policies by the Board.
9. Providing guidance to the Board regarding compliance with all relevant legislation and other procedural matters.

10. Facilitating and ensuring that induction services are provided to new Board members.
11. Ensuring that Board decisions and directives are clearly communicated to the relevant structures.
12. Ensure that there is a secure archiving system for Board documents.
13. Compile a summary of all Board decisions on an annual basis.
14. Keeping and updating the Board's Declaration of Interest Register in line with the best corporate governance practices.
15. Compile a schedule of the Board meetings for the financial year.
16. Provide administrative support to the Board and the Committees of the Board.
17. Provide necessary inputs into the Board's budget estimates for travelling, remuneration, training and accommodation and for conveying strategic planning sessions.
18. Coordinate the travel arrangements and processing of S & T claims of the Board members

Minimum requirements: An innovative and committed person with a relevant degree/diploma in Social Science/Law is required with 3 years experience in a similar position in a corporate or public sector environment.

Closing date: 08 March 2013. Late applications will not be considered.

If you have not heard from the MDB within two months of the closing date, please accept that your application has been unsuccessful.

Interested persons are invited to submit their CV's to:

Mr Karl Konar
Private Bag X28
Hatfield

PRETORIA 0028 **or** e-mail: karl@demarcation.org.za **or** Fax: 012 – 342 2480