



**BOARD SECRETARY
[FIVE YEAR FIXED TERM CONTRACT]**

Post level 13

R1,073,187.00 per annum

All-inclusive remuneration package is offered

The Municipal Demarcation Board (MDB) is an independent institution which derives its mandate from the Constitution. Its mandate is, amongst others, to determine and re-determine municipal boundaries as well as delimit ward boundaries throughout the territory of the Republic of South Africa. In terms of the Municipal Structures Act the MDB also undertakes municipal capacity assessments.

The MDB seeks to appoint a Board Secretary to lead the Board Secretariat Division and support the Municipal Demarcation Board (MDB) in performing its functions. Suitably qualified and experienced persons are invited to apply for the abovementioned position. The incumbent will report administratively to the Chief Executive Officer of the MDB and the Chairperson of the Board for matters related to the Board.

The incumbent will be responsible for the following key performance and result areas: -

- Provide advice to the Board on legislative matters such as the PFMA, the Companies Act, King 3 Report, constitutional and administrative issues and related legislation and regulations.
- Provide a central source of guidance and advice to the Board on matters of law, ethics and good governance
- Provide an update on legislative and corporate governance developments to the Board
- Administer Board and Board Sub-Committee Secretariat functions
- Assist the Chairperson of the Board and CEO to determine the annual Board plan and the administration of issues of a strategic nature at Board level
- Review all legislative and regulatory developments and advise the Board/Sub Committees accordingly
- Ensure Board and organisation compliance to all relevant legislation, regulations and Best Practices.
- Ensure that all Board members understand their duties and their scope of performance within the prescribed mandate, i.e. signing of declarations of interest, attendance requirements and absence rules.
- Facilitate that a decision is made during the meeting(s) and then record the decision appropriately.

Meetings

- Arrange meeting for Board and Sub-committees
- Plan and design the Board meeting agenda and prepare meeting packs in consultation with the CEO.
- Plan and design the Board Sub-Committee agendas and prepare meeting packs for distribution to the committee members at least two weeks before the commencement of a Sub-Committee meeting
- Attend Board Meetings and Board Sub-Committee Meetings
- Ensure proper and orderly conduct of Board meetings and Sub-Committee Meetings
- Take minutes during Board and Sub-Committee meetings
- Draft minutes and circulate them to all Board members and Sub-Committee members
- Maintain the meeting registers
- Compile and maintain Register of all decisions taken, minutes declaration of interest, gifts and other relevant documentation

Work output 3: Learning and Growth (Staffing)

- Partake in the performance management process by completing all self-reviews and manage performance of staff.
- Maintain and provide input into personal development plan
- Undergo training when required in order to improve and or to acquire new skills
- Conduct Board performance evaluation on a quarterly basis
- Ensure that new Board members undergo the required training
- Conduct induction training for new Board Members

Work output 4: Stakeholder and Vendor Management

- Professional communication and interaction with all stakeholders and members of the public
- Develop a trusting and mutual respect relationship with internal and external service suppliers
- Ensure that communication to external stakeholders is effective

Skills

- Advance Computer literacy
- Operational planning and management skills
- Interpersonal and people management skills
- Negotiation and conflict management skills
- Ability to manage complex and diverse projects
- Ability to interact with and engage multiple stakeholders and with very strong and diverse views
- Research, information gathering, investigate and reporting writing skills
- Ability to build/lead a team and promote teamwork
- Ability to work under politically influences environment

Assets

- Managing resources effectively
- Ability to work under pressure

Working Conditions

- Required to travel from time to time
- Might be expected to work afterhours

Minimum Job Requirements:

- Hold a law degree (LLB)
- 6 years' experience in Board/Company Secretariat functions
- Chartered Secretary qualification will be added advantage
- Knowledge of Secretariat functions within the public sector

Closing date for all positions: 14 October 2022. Late applications will not be considered.

Equity target of the Division: Preference will be given to females and people with disability.

Applicants must send their CV with certified ID and certified qualifications. Applicants will be disqualified for non-adherence.

Application must be submitted online on: recruitment@demarcation.org.za

Note: The Municipal Demarcation Board is situated in Highveld, Centurion, Pretoria.

Short-listed candidates will be required to be available for an interview on a date and at a time and venue that will suit the MDB and be willing to undergo a competency-based assessment, as well as security vetting.

Applicants will be required to give consent in terms of POPI Act for MDB to conduct suitability or verification checks.

The successful candidate will be required to sign an employment contract, performance agreement, and disclosure of financial interest.