



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
OFFICER: BOARD COMMITTEES (X1)
LEGAL COUNSEL & COMPANY SECRETARY

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.

THIS VACANCY IS OPEN TO EMPLOYEES OF METROBUS AND COJ

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OFFICER: BOARD COMMITTEES (X1)

SALARY GRADE: C3

DEPARTMENT: LEGAL COUNSEL & COMPANY SECRETARY
BRANCH: COSEC
DESIGNATION: OFFICER: BOARD COMMITTEES (x1)
REMUNERATION: C3
LOCATION: METROBUS – HEAD OFFICE

Purpose: To take responsibility for all company secretarial work of the entity, Responsible for the day- to day administration of the board, board committees and assisting the executive : Legal Counsel & Company Secretary with company secretarial work.

Essential Requirements:

- 3- year relevant Degree in or Legal or Public administration.
- LLB or B. Admin (Law) will serve as an advantage.
- 4-5 years MINIMUM experience in company secretarial environment with at least 4 years 'experience as committee officer or governance officer or office administrator in the public sector environment.

Key performance areas

1. Board and Committee administration.
2. Other Committee meeting coordination.
3. CIPC Update.
4. Compliance with regulatory framework.

Skills / Knowledge / Abilities

- Minute complication at high level meetings (Board level and executive level).
- Communication skills.
- Self – directed and motivated.
- Multi-tasking and ability to prioritise.
- Report writing (quantitative and qualitative).
- Document filing and management.
- Excellent interpersonal skills (ability to communicate at all levels).
- Computer usage at above intermediate level (Excel, Ms- Word; PowerPoint and Outlook).
- Excellent understanding of Legal requirements governing Metrobus including Company Law.
- Office Project Management.
- Knowledge of the Companies Act.
- Understanding of Corporate Governance principles.
- Company secretarial best practice principles.

CLOSING DATE : 25 March 2024

NB: All applicants who meet the above-mentioned requirements are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will prioritise employment of Women; Youth; People with disabilities and those that will help improve its Employment Equity profile.

Applications must be sent via link attached below

https://share-eu1.hsforms.com/1tV7kW_T3TJ-1hUgoMbs_IQew554

ENQUIRIES ONLY: [Recruitment @mbus.joburg.org.za](mailto:Recruitment@mbus.joburg.org.za)

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