



The Housing Development Agency (HDA) is a National Public sector development agency that inter alia has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers and financiers. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA

The HDA has the following vacant **permanent** position:

Company Secretary

Location: Johannesburg

Reference: AP-CS2020

Main Purpose

To fulfil the company secretarial duties and responsibilities of ensuring the Board and its sub-committees meet all policy, legislated, regulatory corporate governance and compliance requirements, applicable to a state entity, such as the HDA. To further support the Board by providing expert legal advice thereby ensuring and maintaining a sound corporate governance environment in the HDA. To also provide legal counsel and support to the Board, its sub-committees and the Agency, and to serve as the liaison between the Board, Minister of Human Settlements, Water and Sanitation, management of the HDA and all applicable state organs, relevant legal authorities, advisory bodies and stakeholders on governance and legal matters.

Key Responsibility Areas

- Strategic management
- Corporate governance and legal counsel
- Board administration and support
- People management
- Financial management
- Compliance management

Qualifications, Experience and Knowledge

- A degree and/or qualification in law or similar NQF 7
- A Company Secretarial Qualification maybe considered an advantage
- 5-8 years' experience in the practice of law and/or company secretarial services and/or public sector experience in a policy, legislative and/or regulatory compliance in a senior role with at least five years in a senior role
- Knowledge of leadership and management principles
- Knowledge and understanding of relevant policies, legislation, regulation applicable to Corporate Governance and Organs of State which should include the Public Finance Management Act (PMFA)

- Knowledge of technical aspects of the roles and responsibilities of a company secretary within an organ of state
- Knowledge, understanding of public sector and governance therein will be an advantage
- Financial and risk management experience will be an advantage
- Relevant experience in best practice and corporate governance
- Relevant knowledge and experience of the King Codes will be an advantage

Leadership, Technical and Behavioural Competencies

- Organisational Awareness and Effectiveness
- Policy and Procedure Development and Implementation
- Minute Taking, Record Keeping and Storage
- Scheduling and Coordination
- Board Administration
- Board Compliance and Governance
- Management Information Reporting
- Legislative Awareness and Expertise
- Citizen and Customer Service Orientation
- Strategic Corporate and Political Intelligence

Please forward a relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to applicationsjhb@affirm.co.za.

Should you not comply with the above requirements your application will NOT be considered.

Closing date for applications: 2 February 2020

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

Enquiries: Sacha Meyerson (011) 883-5035

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.