



Musina Makhado Special Economic Zone (MMSEZ) SOC is a wholly owned subsidiary of Limpopo Economic Development Agency (LEDA) established in terms of the Special Economic Zones (SEZ) Act (No. 16 of 2014) and Company's Act. The MMSEZ SOC as an economic development agency aims to promote national economic growth and exports by using support measures to attract targeted foreign and domestic investments and technology transfer. The company is tasked with facilitating creation of an industrial complex and developing infrastructure required to support industrial activities in Limpopo province. The MMSEZ SOC seeks to make the following executive management appointment:

### **RE-ADVERTISEMENT: COMPANY SECRETARY**

#### **Five (5) year performance based fixed term contract**

The Company Secretary reports to the Chief Executive Officer and board and is expected to, amongst others:

**Duties: Strategy Development and Execution:** Develop and implement MMSEZ's Corporate governance framework and Company Secretariat Framework to ensure compliance with corporate governance practices and company secretariat processes. **Operations Planning and Management:** Develop and implement the annual board and sub-committee calendars, annual reports within statutory deadlines and plan in line with the organisational calendar. Provide secretariat support for MMSEZ, ExCom, and other relevant meetings as the CEO'. Develop and distribute Delegations of Authority providing advice regarding their content. Oversee Board and Sub-Committee pack collation, preparation, and distribution, ensuring quality, timeliness, and CEO approval before distribution. **Compliance Leadership & Corporate Governance:** Monitor and update the Board, Board Charters, Sub-committee Charters and internal stakeholders on amendments to legislation impacting the workings of the Board and Sub-committees. Monitor records (Statutory registers, Board minute books, Director's declaration interests and attendance registers). Induct new/inexperienced Directors, support the Board Chair and CEO in evaluating Board and Sub-Committee performance collectively and individual Board Member performance. Advise and guide Directors of their duties and responsibilities under: Companies Act, PFMA, King IV and Code of Ethics. **Financial Leadership:** Develop a comprehensive budget for the Governance Unit. Monitor and manage budget expenditures and prepare and submit

monthly accounting management reports, including major financial commitments, exposures, and risks. Manage, and advise CEO and Board on, the remuneration of Board Members. **Stakeholder Relationship Management:** Facilitate meetings with the Chair and CEO to formulate the discussion items and agendas for Board and Sub-Committees Meetings. Articulate organisational programmes, Board requests and resolutions to internal and external stakeholders. Monitor and manage direct reports' performance, and apply consequences for outcomes.

**Requirements:** Applicants must be in possession of a valid LLB qualification. Specialist Diploma in Company Law will be an advantage. Registered with the Chartered Institute of Secretaries SA. Five (5) years' experience in the corporate secretariat and/or legal environment as a Company Secretary.

**Skills and competencies:** A working knowledge of corporate governance, detailed knowledge of company secretariat, knowledge in legal frameworks and processes, knowledge of political and business protocol, knowledge of PFMA, PPPFA, Company Act, Commercial Law and other relevant regulations/laws. Good working knowledge of strategy and operational planning, Knowledge in Treasury regulations and other relevant legislations and regulations King IV. Skills in finances, communication, analysis, complex problem solving (potential conflicting priorities), sound judgement, awareness of sensitivities of different stakeholders, prioritising of multiple tasks, knowledge of political, economic and social aspects relating to the Limpopo province & National, Business Report Writing, High Attention to detail and Research in new developments, regulations, legislation.

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Applicants are required to apply for the post by submitting a confidential application consisting of a covering letter, curriculum vitae and certified copies of qualifications. must be posted/delivered to: The Chief Executive Officer, Musina Makhado Special Economic Zone SOC, 93 Biccard Street, Polokwane, 0700. Alternatively send applications via e-mail to [Recruitment.HR@mmsez.co.za](mailto:Recruitment.HR@mmsez.co.za)

**Applicants that previous applied are encouraged to re-apply. The closing date for applications is 29 April 2025 at 16:30**