

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

COMMITTEE CLERK / LEGAL ASSISTANT VACANCY (3 year contract)

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applicants to provide a full range of secretariat services and to assist the Executive Manager: Corporate and Legal on governance and legal matters. To ensure the effective, proper and efficient administrative support of the Board and all its sub-committees with services not limited to minute-taking, compilation and distribution of documents, management of documents on SharePoint and the necessary archiving and storing for referencing and legal compliance.

Requirements:

We are seeking a highly motivated and detail-oriented Committee Clerk or Legal Assistant with a strong legal background to support our corporate governance and compliance functions. This role will work closely with the Executive Management Team and Board of Directors to ensure that the Entity maintains the highest standards of corporate governance, legal compliance, and ethical business practices.

Desired Experience & Qualification:

- Diploma in Law (NQF 6), Qualification in Company Secretarial Practices, Paralegal, Business Administration or related field
- Minimum 2 years' experience in business administration/ corporate governance secretarial / paralegal environment
- Basic understanding of (South African) legislation, understanding compliance to appropriate legal requirements including PFMA, Treasury Regulations, Public Service Act and Regulations, Financials, POPIA etc.
- Proficiency in English and isiZulu - SA Citizen with a clear criminal history
- Demonstrable expert knowledge of Microsoft Office: Word, Excel, PowerPoint
- Knowledge of reporting formats, good report writing skills; excellent attention to detail; ability to multitask
- Customer-centric approach with exemplary written and verbal communication abilities
- The ability to persevere through difficult tasks and ensure that deadlines are met
- Demonstrated commitment, professionalism, reliability, and ethical conduct
- Valid unendorsed Driver's License

Duties & Responsibilities

- Provide support in the day-to-day operations of the Corporate & Legal business unit
- Support the company's compliance with relevant laws and regulations, including the Companies Act
- Assist in preparing and filing statutory returns and other regulatory submissions, effective execution of all statutory administrative tasks
- Contribute to the development and implementation of compliance policies and procedures
- Manage the Board calendar of events and meetings – prepare monthly NED fee schedule
- Take and distribute accurate minutes and resolutions within specified time frames, draft resolutions at board or shareholder level as required
- Maintain secure and confidential record-keeping
- Lodgement of statutory changes with CIPC within specified time frames
- Adhering to annual CIPC compliance requirements by meeting stated deadlines
- To Monitor internal activities of the organisation to ensure compliance with all relevant statutory and regulatory requirements.
- Assist in records management of the conflict of interest disclosures and interest declaration registers
- Facilitate effective communication and collaboration between different levels of management.
- Provide basic legal research and analysis on various corporate and commercial matters
- Assist in drafting and reviewing contracts, agreements, and other legal documents (incl management of the filing system)
- Support the management of the company's intellectual property portfolio
- Undertake any adhoc duties as guided by the Executive Manager: Corporate & Legal

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, drivers' licence and Identity Document for the attention of the Executive Manager: Corporate & Legal Ms Minenhle Mavuso; email minenhle@enterpriseilembe.co.za The closing date for submissions is **Friday 26 July 2024, 12h00**.

Please note that applications received after the closing date will not be considered. If you do not hear from us within (4) weeks of closing date, please consider your application as unsuccessful.