

Job Title:	Company Secretary & Legal Services
Salary	Negotiable
Reporting to	Chief Executive Officer
Based:	Pretoria
Reference No:	HRREC002/2022

Qualifications & Experience:

A relevant Bachelor's Degree in Law, (LLB/LLM). 3-5 years' experience in interpreting and advising on relevant legislation, directives, practices/ procedures and ensuring compliance. Membership of the Law Society of South Africa (ISSA), the Institute of Company Secretaries of Southern Africa (ICSA) or relevant bodies will be an added advantage. Strategic thinking and analysis

Purpose:

Oversee and provide strategic direction with regards to Corporate Governance, Legal and Compliance Services to the Council, its Committees, NAMC Management and to the NAMC broadly. Oversee and approve the drafting, review and compilation of all legal documents/processes including legal opinions. Develop the Governance Unit Strategic Plan and oversee its implementation. Oversee the monitoring of legal risks and provides strategies to mitigate against legal risk within NAMC.

To ensure that the organisation adheres to good corporate governance principles and complies with relevant legislation and regulatory requirements.

Skills & Knowledge:

Good understanding of legislations applicable to Public Service, policy formulation, contract drafting and management. Knowledge of the litigation processes within the agricultural sector, Labour Relations and sound Law interpretation skills. Knowledge of the SCM regulatory framework, PFMA and relevant National Treasury prescripts, PSA, corporate governance and regulations. Marketing of Agricultural Products Act, 1996. Companies Act 71 of 2008. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Medium Term Strategic Framework (government priorities) and Estimates of National Expenditure (ENE).

The successful candidate will be expected to amongst others

- Oversee and provide strategic management of the provision of effective and efficient legal services and updates on new legislation relevant to NAMC.
- Oversee and provide direction on the external sourcing of legal services/legal opinion to ensure value for money.
- Ensure effective and efficient vetting of contract/MOAs.

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Ms. S. Naidoo, Mr. G. Schutte and Dr. S.T. Xaba

- Oversee and approve the drafting of legal documents and processes.
- Oversee and provide direction on any litigation and resolution of legal dispute were applicable.
- Oversee and ensure that DALRRD governance standard on PFMA is compiled and submitted quarterly to DALRRD.
- Provide guidance and corporate governance advisory to Council and Committee members pertaining to their fiduciary duties.
- Prepare agendas and meeting packs for Council and Committee meetings.
- Take minutes, draft resolutions, and lodge required forms.
- Follow up on actions/resolutions from meetings.
- Oversee policies, making sure they are kept up to date and referred to the appropriate committee for approval.
- Oversee the development and the compilation of the Legal Risk Register.
- Present the Quarterly Legal Compliance Report/register is presented at ARC.
- Oversee compliance with relevant legislation and NAMC Policy Framework. Oversee and ensure that compliance queries within the NAMC are evaluated, investigated and resolved.

Short-listed candidates will be subjected to qualification verification and reference checks.

To apply for the position, please forward the relevant Job Application Form which is available in our website to hrrecruitment@namc.co.za closing date: 10 February 2022. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.