

INTERNAL / EXTERNAL JOB ADVERTISEMENT

Business Unit: Office of the CEO		Date: 07 February 2025
Job Title:	Company Secretary	
Reporting to:	Chief Executive Officer	
Job Grade:	D2	
Duration:	Permanent	
Location	TIKZN Head Office, Durban	
Reference No	TIKZN 002/2025	

Brief Outline of Duties:

To provide administrative and advisory support to the Board ensuring that the Entity is directed, managed, and controlled to comply with corporate governance, legal and other regulatory requirements.

KEY PERFORMANCE AREAS (Among others)

1. Corporate governance.
2. Board secretariat.
3. Risk management.
4. Governance of the organisation.
5. Office administration.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- Postgraduate University Law Degree / LLB /Chartered Secretaries Southern Africa qualification (CIS)/ Postgraduate qualification in Commerce.

Experience:

- 5 years' experience in corporate governance at management level of which 3 years' experience should be in Board secretariat and Board administration.
- Experience with, and a detailed understanding of public sector legislation, Companies Act, King IV report regulations and statutory provisions affecting TIKZN.

KwaZulu-Natal Office

- 📍 Trade & Investment House, 1 Arundel Close
Kingsmead Office Park, Durban 4001
South Africa
- ✉️ PO Box 4245, Durban 4000, South Africa
- ☎️ +27 (0) 31 368 9600

Gauteng Office

- 📍 Financial Place, 99 George Storrar Avenue
Groenkloof, Pretoria 0181
- ☎️ +27 (0) 12 346 4386/6763
- ☎️ +27 (0) 12 346 4774
- ✉️ info@tikzn.co.za
- 🌐 www.tikzn.co.za / www.exportkzn.co.za



DIRECTORS: R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

PROFESSIONAL COMPETENCIES

- Organisational and planning skills.
- Good written and verbal communication skills.
- Computer literate at an advanced level.

Closing date: 28 February 2025 @ 23h59.

To apply for this position, kindly submit your motivation letter, curriculum vitae, and copies of educational qualification. Application for the position can be emailed to vacancies@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. Women and People with disability are encouraged to apply for this position. Prospective employees will be subjected to competency assessments and background vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME ON YOUR APPLICATION SUBJECT LINE)