



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

COMPANY SECRETARY

Department: Johannesburg Tourism Company (JTC)
Branch: Tourism
Designation: Company Secretary
Remuneration: R64 033.65 pm (basic salary, excluding benefits)
Location: Sandton

Minimum Requirements:

- LLB degree Either a governance professional (CIS graduate) or admitted attorney (NQF Level 7);
- 8 years of experience in a similar role which is governance or company secretariat role, of which 5 years should be on management level.
- Code 08 (B) Driver's License.

Primary Function:

To provides professional company secretarial services as envisaged in the Companies Act and its regulations, the King Report and Code for Good Corporate Governance in South Africa, 2009 (King IV) and other corporate governance instruments and guidelines. To ensure that the Johannesburg Tourism Company (JTC) maintains excellent standards of corporate governance by:

- Acting as a point of communication between the board of directors and the company shareholders;
- Reporting in a timely and accurate manner on company procedures and developments;
- Recommending appropriate actions and policies for board consideration and making the board aware of any law relevant to / or affecting the company;
- Providing strategic direction and support to the organisation regarding corporate governance to ensure that JTC can deliver on its mandate and comply with legislation and relevant regulations at all times.

Key Performance Areas:

- Provide leadership and strategic direction in the unit ;
- Ensure compliance with all relevant statutory and regulatory requirements and best practices (King IV) with due regard to the specific business interests and activities of JTC.
- Facilitate maintenance, development and enhancement of tourism experiences;
- Facilitate management of department and direct reports;

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- Excellent communication skills;
- Programme and project management;



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

- Leadership and management;
- Strategic thinking;
- Analytical thinking;
- Conceptual;
- Problem solving;
- Financial management

Core Competencies:

- Knowledge of the following:
 - Public Service, Municipality procedures and prescripts
 - Municipal Finance Management Act
 - Understanding of tourism plans and strategies;
 - Policy formulation and implementation Knowledge of Local Government.
 - Project management Tourism Development;
 - Labour laws

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1J3liLfyTRt6fYExsv1fACwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za