



Kudido Consulting & Construction (Pty) Ltd.
"Small Fire That Keeps Burning"

JOB DESCRIPTION			
JOB TITLE	Company Secretary	Occupation	Legal and Compliance
JOB GRADE	4 (Four)	Reports	To the Board
DEPARTMENT	Legal and Compliance	Closing Date	30 September 2021
LOCATION	Midrand	Employment Type	Fixed Term

Purpose:

- To provide support to the Board on matters of good governance and Legal Compliance for Kudido Consulting and Construction (Pty) Ltd.

Background:

- Kudido Consulting & Construction (Pty) Ltd is looking for an experienced Company Secretary with knowledge of good governance within the Board and the Organization as a whole to ensure full compliance with all applicable legislation within the Consulting and Build Environment as well as offering Legal advice to the Organization in general.

Your responsibilities will include but is not limited to:

- Ensure that Board Procedures are followed and reviewed regularly.
- Ensure that applicable rules and regulations for the affairs of the Board are complied with.
- Provide detailed guidance to the Board on how their responsibilities should be properly discharged in the interest of the company.

- Update and inform the Board on current corporate governance thinking and practice.
- Keep the Board Committees and the Board up to date with the Board Charter and the terms of reference.
- Prepare and circulate Board and committee minutes and papers.
- Assist in drafting the annual Board Works Plans.
- Elicit responses, feedback, input on Board and Board Committee meetings.
- Ensure preparations and circulations of minutes of Board and Committee meetings.
- Assist with the evaluation of the Board, Committees and individual Directors.
- Assist the Organization with all legal matters and advices accordingly.

Requirements or Qualifications and Experience:

- Post Graduate Degree in Law and Corporate Law or Litigation Law.
- 7 Year experience as a Company Secretary or expertise in Corporate Law or Company Law.

Skills and Knowledge

- Experience in managing governance and compliance within Boards and Organizations.
- Strong understanding of corporate Law and how effective Boards functions.
- Familiarity with diverse Legal and Compliance requirements in Boards and Organizations.
- In-depth knowledge of corporate governance and general management best practices.
- Analytical abilities and problem solving skills.
- Knowledge of Law in general.
- Excellent communication and public speaking skills.
- Knowledge of the Consulting and Built Environment legislation and compliance requirements.

All applications to be sent to info@kudido.co.za