

VACANCY

COMPANY SECRETARY - HEAD OFFICE - DURBAN

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To ensure compliance with statutory and regulatory requirements, as well as various codes of business and social conduct which are applicable to Al Baraka Bank and to ultimately ensure that the Bank operates as a responsible corporate citizen.

MAIN FUNCTIONS OF THE JOB

Board and Board Committee Meetings

- Plan and propose meeting dates to the Board of Directors for approval.
- Prepare agendas and submissions for board and committee meetings.
- Manage meeting packs, attendance, and minute-taking.
- Ensure compliance with Companies Act requirements.

Annual General Meetings

- Obtain necessary approvals for special resolutions.
- Prepare proxy forms and AGM documents.
- Oversee preparations for the AGM and handle minutes and resolutions.

Corporate Governance

- Ensure consistent application of King IV recommendations.
- Evaluate the Board, Committees, and Chairman annually.
- Address ad-hoc governance requests from the Board.

Regulatory Authorities

- Act as the central contact point for regulatory authorities.
- Provide required returns and forms to regulators.
- Keep management updated on regulatory changes.

Director Record Keeping

- Manage director information and interests.
- Prepare letters of appointment for Non-Executive directors.

Director Induction and Training

- Create and maintain an induction portfolio for new directors.
- Arrange induction sessions and relevant training for directors.

Share Portfolio

- Review outsourcing agreement for share portfolio administration.
- Oversee dividend declaration and FICA compliance.

Signatories on Al Baraka Bank's Accounts

- Administer authorized signatories on various platforms.

Annual and Interim Reports

- Ensure timely completion of annual and interim reports.
- Prepare corporate governance reports for inclusion.

Reporting

- Prepare monthly reports for EXCO meetings.
- Manage department and directors' budgets.

Staff Management

- Management of employees within the Secretariat department.
- Conduct performance management sessions.
- Handle disciplinary matters when necessary.
- Collaborate with HR for staff development.

QUALIFICATIONS

- A legal or commercial degree, or alternatively, a CIS Diploma.

PREFERRED EXPERIENCE

- A minimum of 5 years' experience as a company secretary or relevant and appropriate experience from working in a Corporate Secretary environment.

KNOWLEDGE

- Knowledge of various statutes, regulations and Codes, including, but not limited to, inter-alia, the following :
 - The Banks Act and the accompanying Regulations.
 - The Companies Act and accompanying Regulations; and
 - King IV
- An understanding of the legislative and regulatory environment to be able to apply the requirements of the relevant legislation / regulations / Codes to the benefit of the Bank, and in accordance with both the spirit and letter of the law.
- An understanding of the dynamics relating to the Board of Directors and how they operate.
- A general knowledge and understanding of the legal and business environment.

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to alishab@albaraka.co.za