

VACANCY

CORPORATE GOVERNANCE OFFICER

HEAD OFFICE - DURBAN

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

CORE PURPOSE OF THE JOB

Assists in the facilitation of the Banks Corporate Governance regulatory framework as well as provide support in the different areas of company secretarial practice which includes Board and Board Committee Meetings, Companies and Intellectual Property Commission Liaison, Prudential Authority liaison and Stakeholder management, thereby enhancing the Banks Corporate Governance profile and ensuring outstanding quality of service delivery.

MAIN FUNCTIONS OF THE JOB

Board Issues

- Drafts a specific governance and company secretarial related submissions for Board & Board Committees.
- Compiles the meeting pack and sets the agenda for specified committees.
- Attends and takes minutes of specified Board committee meetings & the AGM.
- Assists the Company Secretary with objective setting for the Board's Yearly Work Plan.
- Oversees the facilitation of the logistic arrangements relating to the director travel, accommodation, etc in conjunction with the Company Secretarial Officer.
- Serves as a point of contact to the Directors in the absence of the Company Secretary.
- Liaises with the IT Department in setting up the Directors attendance at meetings either electronically or face to face.

Prudential Authority

- Drafts correspondence and attends to adhoc requests received from the Prudential Authority and attends meetings as and when required.
- Serves as a point of contact in order to attend to Prudential Authority queries in the absence of the Company Secretary.
- Monitors the Prudential Authority website on a weekly basis, to identify new regulatory publications.

- Reviews and oversees the implementation of the Guidance Notes; Circulars and Directives issued by the Prudential Authority, in terms of a monitoring system with the Compliance and Risk Department.
- Drafts submissions on various issues emanating from the Prudential Authority.
- Coordinates with the respective departments the preparation of the “Annual Flavour of the Year presentations” .
- Updates the Prudential Authority on Director training and developments on a regular basis.

Corporate Governance

- Reviews and monitors the Bank’s compliance with local and international Corporate Governance Standards.
- Designs and implements governance frameworks that improve the governance effectiveness in the Bank.
- Reviews the King IV governance requirements and prepares presentations and recommendations on the subject matter.
- Attends suitable workshops on governance related matters.
- Provides training on Corporate Governance as and when required.
- Evaluates the Central Bank Bahrain rules of corporate governance for overseas based Banks.
- Monitors the director evaluations in collaboration with an external service provider.
- Prepares and coordinates the process of director inductions for newly appointed directors.
- Compiles an electronic file of the induction.
- Identifies and oversees the facilitation of suitable training programs for directors.
- Manages the stakeholder engagement framework and facilitates the activities of the stakeholder management committee.
- Assists in the compilation and preparation of the annual report, in conjunction with the Company Secretary.
- Stays up to date with industry trends and leading practices in the fields of governance and director development in order to enhance value to the Bank.
- Applies innovative thinking in order to create efficiencies and activities of the Board.
- Provides in-house training on corporate governance as and when required.

Regulatory issues / Industry Bodies

- Facilitates engagement with the National Credit Regulator on regulatory issues impacting on the Bank from a National Credit Act perspective.
- Corresponds with the Bank’s CIPC agent.
- Source BEE related information from shareholders, which forms a key part of the Bank’s BEE certificate.
- Attends BASA meetings and functions on behalf of Secretariat and provides feedback on the issues discussed at the meeting.

General

- Provides input to the detailed work planner for the Secretariat department.
- Attends to all adhoc requests within agreed timeframes.
- Attends key Bank project meetings in the absence of the Company Secretary.

QUALIFICATIONS

- An LLB, CIS or Corporate Governance qualification will be required in order to meet the requirements of the position at the highest level of competence.

PREFERRED EXPERIENCE

- A minimum of 2 to 4 years' experience is required in the area of Company Secretarial practice.

KNOWLEDGE

- Proficient in Microsoft Office
- Proficient in Microsoft Teams
- Adobe PDF
- Companies Act
- Banks Act
- Banks Act Regulations
- King IV
- Company Secretarial practice
- Legislation that is applicable to Al Baraka Bank in general

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 stephanie@albaraka.co.za