

WE<sup>are</sup>... ONS<sup>is</sup>...



## GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producers' organisation that drives the mandated strategic actions.

By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgeable individuals to grow and enjoy serving the organisation and influence the broader food chain.

The organization would like to appoint a suitable, qualified person in the following position:

### **JUNIOR COMPANY SECRETARY – Pretoria**

The Junior Company Secretary's duties will include, but is not limited to the following:..

#### **Secretariat support within the Grain SA Group of Entities:**

- Taking and preparing of minutes, agendas, annexures and decision registers for the various meetings within the Grain SA Group of Entities;
- Support with the appointments of Trustees at the Master's Office and Directors at the CIPC;
- Internal notices and external liaison with service providers for composition of annual reports

#### **Governance Support:**

- Support with review and amendments to the Grain SA Constitution, various MOI's and Trust Deed
- Maintain and update policies within the Grain SA Group of Entities
- Maintain and update the registers of declared interests of Entities' Boards
- Ensure compliance with the requirements in terms of the SLA's between Grain SA and the Entities within the Group
- Support to the Company Secretary with regards to matters relating to governance, risk and compliance, inclusive of research regarding these matters.

#### **Congress Support:**

- Support with preparation, planning and implementation of the detailed Chairperson's agenda;
- Support with updates of rules of order and voting protocol applicable
- Support to the Election Committee with the election process, prior and during voting processes
- Support at meetings of the Board with voting procedures and protocols

#### **Projects and Trusts:**

- Responsible for notices to all internal departments to prepare and submit funding applications;
- Maintain registers of all applications and reports to the various trusts;
- Internal communication relating to all Trust matters

#### **Training and Development of Elected members**

- Co-ordinate arrangements for the induction of newly elected members of the various Boards
- Research and writing of articles for the SA Grain magazine relating to the Company Secretariat's relevant matters

#### **Trademarks:**

- Support with the application for and maintenance of records for trademarks for all entities within the Grain SA Group

**Ad Hoc Legal and other processes:**

- Support with legal or other processes inclusive of tenders.
- Represent Grain SA in the Body Corporate meetings
- Ad hoc research for the preparation of legal documentation, contract reviews, etc

**General Administrative support to the Company Secretary:**

- Typing and translation of documentation
- Maintain filing system (electronic and physical)
- General support as required

**Minimum Requirements for the post:**

- Relevant qualification with at least 3 years relevant practical experience in the CoSec environment
- Dictaphone typing experience
- Extensive minute taking and minute writing experience in both Afrikaans and English
- Above average business writing skills
- Valid Driver's license and ability to travel
- Strong organizing and administrative skills
- Meticulous attention to details
- Good interpersonal and communication skills
- Fully bilingual in English and Afrikaans (written and spoken)
- Computer literate in all MS Office programmes on intermediate level. Adobe Bookmark system experience will be an advantage

**Peromnes Level : P8**

**Remuneration:** The organization will offer a competitive salary which can be structured to include a bonus savings plan, pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and references as well as certified copies of ID and qualifications not later than 28 October 2024 for attention: Coretha Usher, Head : HR & Corporate Services : [coretha@grainsa.co.za](mailto:coretha@grainsa.co.za)

**All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.**