

The Ports Regulator was established under the provisions of the National Ports Act, 2005. Its vision is to be regarded nationally and internationally as a world class institution which sets the standards for economic regulation in maritime ports. The Ports Regulator has the following vacancies:



### ***Company/Regulator Secretary***

This position reports to the Chairperson of the Ports Regulator and the Chief Executive Officer. The Company/Regulator Secretary is required to provide comprehensive company secretarial and governance support and services to the Ports Regulator.

#### **Position Purpose:**

- Ensure effective functioning of governance structures and promote high standard of corporate governance across the organisation
- Co-ordinate and facilitate Regulator/Committee meetings, including meeting packs for all meetings
- Develop Regulator work plan, schedule Regulator meetings, liaise with Chairperson, Committee Chairpersons and CEO to prepare meeting agendas.
- Arrange, prepare and disseminate agendas for Regulator/Committee meetings
- Ensure that the proceedings of the Regulator/Committee meetings are accurately minuted/recorded
- Facilitate approval of Annual Regulator/Committee work plans
- Monitor Regulator/Committee action plans to ensure plans are being addressed timeously and obtain feedback on specific agenda items
- Maintain Regulator records and registers, including a Declaration of Interests Register
- Facilitate logistical arrangements for Members, including preparation of monthly Remuneration Schedules
- Develop/review Regulator/Committee structures and Charters/Terms of Reference on an annual basis
- Attend to annual review/drafting of Terms of Reference, schedules and other legal instruments
- Monitor compliance with good corporate governance practices and legislative instruments
- Draft Governance Compliance Checklists and submit Quarterly Governance Reports
- Provide detailed guidance to Members on their legal duties, powers and responsibilities
- Keep abreast of all legislation, regulatory and corporate governance developments that may influence the organisation's operations and ensure that Regulator Members are informed when making decisions
- Makes the relevant parties aware of any law relevant to or affecting the Regulator
- Manage and review Delegations of Authority and applicable governance policies
- Facilitate Members induction and training and ensure regulator training is conducted on key legal, governance and regulatory obligations
- Conduct Annual Member/Committee Performance Evaluations
- Contribute to Annual Reports of Entity and dissemination thereof
- Present reports and fulfil *ad hoc* requests of the Regulator members

#### **Required qualifications and experience:**

- A LLB Degree. A Master's Degree (LLM) will be an added advantage.
- Admitted as a legal practitioner (Attorney or Advocate)
- 5-10-years relevant experience in a legal environment or in a public sector corporate secretariat environment
- Membership of the Chartered Governance Institute of Southern Africa or Chartered Secretaries Southern Africa (added advantage).

#### **Knowledge required:**

- Knowledge of governance best practices and compliance in terms of King IV Code.
- In depth knowledge of legislation, regulations, frameworks and other instruments applicable to the public sector.
- Knowledge and experience in Board/Committee processes
- An understanding of strategic, operational and risk identification and risk management

#### **Skills required:**

- Good Interpersonal skills
- Communication
- Problem solving
- Decision making
- Leadership
- Must be able to work under pressure and meet strict deadlines
- Computer literacy
- Planning and organising
- Negotiation
- Analytical
- People Management

**The Ports Regulator is an equal opportunity employer.**

The position will be based in Durban, and may entail occasional travel. A competitive remuneration package will be offered to the successful applicant commensurate with their qualifications and experience within the regulatory environment and the Regulator's policies.

**Note:** Candidates may be subject to a round of internal testing together with criminal checks and a security clearance.

**Applications must consist of the following:** • A comprehensive letter of application which includes: \* Notice periods required in current position \* Date of availability to commence employment \* Employment Equity status \* Residence status (RSA citizen, etc) • A complete CV attached thereto, which includes: \* Thorough academic and work history \* Languages spoken and proficiency \* Responsibilities in each position held • A copy of Identity Document • Certified copies of Senior certificate and other qualifications.

**Contact Nafeesa Ally on (031) 365-7800 for any enquiries.**

**Forward your application, clearly stating the position for which you are applying, in the e-mail subject title, to: [recruitment@portsregulator.org](mailto:recruitment@portsregulator.org) by no later than 7 February 2021. Only short-listed applicants will be contacted.**