

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 • Problem solving • 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.

For any enquiries regarding the position, email recruitment@portsregulator.org.

Forward your application, clearly stating the position for which you are applying, in the e-mail subject title, to: recruitment@portsregulator.org by no later than 22nd of August 2021. Only short-listed applicants will be contacted.