

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: Legal (permanent position – specialist level)

This position accounts to the Chairperson of the Regulator and administratively to the Executive: Legal. The Company/Regulator Secretary is required to guide and direct the Regulator, in terms of facilitating corporate governance processes and holding primary responsibility for ensuring that the regulator /board processes run efficiently and effectively.

Position Purpose

- Must provide effective management of Regulator and Sub Committee Administration
- Ensure and implement good corporate governance practices
- Must ensure adherence to statutory compliance and administration
- Present reports and fulfil ad hoc requests of the Regulator members
- Plan and design the annual Regulator work plan and schedule Regulator meetings, liaise with Chairperson, committee chairpersons and CEO to prepare meeting agenda, and prepare meeting packs in consultation with the CEO and ensure they are couriered to the regulator members;
- Ensure that the proceedings of the Regulator and committee meetings are properly recorded and that minutes of the meetings are circulated to Regulator Members in a timely manner after the approval of the Chairperson or relevant committee.
- Monitor committee action plans to ensure plans are being addressed timeously and obtain feedback specific agenda items
- To report to the Regulator on any failure on the part of the Regulator or (a) member(s) to comply with the policies, procedures and laws governing the Regulator including National Treasury Instruction and Practice notes.
- Assist the Regulator members with guidance as to their duties and responsibilities
- Make the relevant parties aware of any law relevant to or affecting the Regulator
- Establish, implement and maintain a risk-based compliance plan
- Ensure that regular training is conducted on key legal and regulatory obligations
- Identify, assess and report on key legal and regulatory obligations and the risk associated therewith
- Provide assistance, support and guidance to the company in general
- Company/Regulator secretary will be required to assist with the drafting terms of reference, charters, and annual schedules and evaluations.

The successful candidate must:

- Have an LLB degree
- Admission as an Attorney or Advocate
- Qualification in compliance/ post graduate qualification in corporate law will be an advantage
- A minimum of 5 years' experience as an admitted Attorney/Advocate in the field of commercial or administrative law with experience as a company secretary
- At least 3 years' management experience within a legal environment. The incumbent should possess leadership, people management and good interpersonal skills, and demonstrate experience in having engaged with stakeholders, executives and board members.
- Problemsolving, negotiation and ability to influence various levels of employee hierarchy
- An understanding of strategic, operational and risk identification and risk management
- Knowledge of governance best practices and compliance in terms of King III and IV.
- In-depth knowledge of applicable legislation, regulations and frameworks
- Ability to prioritize and plan

The Ports Regulator is an equal opportunity employer.

The positions 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 the 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 by no later than close of business on Friday, 23 April 2018. Only short-listed applicants will be contacted.