

# Where the World meets Africa



Durban ICC (SOC) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conference facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards 17 times.



AFRICA'S LEADING MEETINGS  
AND CONFERENCE CENTRE - AS VOTED  
BY THE WORLD TRAVEL AWARDS

**ASSISTANT COMPANY SECRETARY AND COMPLIANCE OFFICER (TG 12 )**  
**MIN R 369 892.38 – MAX R 480 119.77 TCTC PER ANNUM**  
**Internal / External**

The Durban ICC is calling for suitable candidates to apply for the position of Assistant Company Secretary and Compliance Officer. This position requires a qualified individual who possesses a good understanding of corporate governance and legislative compliance to provide secretarial support to the Company Secretary.

## Minimum Qualifications and Requirements

- Matric Certificate
- Minimum 3 year legal qualification or Law Degree

## Experience and knowledge required:

- Minimum of 2 to 3 years' experience in working in a legal environment with exposure to contract drafting, managing budgets and legal and compliance research.
- Good administrative skills.
- Strong research skills.
- Demonstrate competence in ERP Systems (preferably Ungerboeck EBMS).

45 Bram Fischer Road, Durban, 4001 • P.O. Box 155, Durban, 4001, South Africa  
+27 (0)31 350 1000 | sales@icc.co.za | www.icc.co.za | DurbanICC | @DurbanICC

## AFRICA'S LEADING CONVENTION CENTRE

Durban International Convention Centre  
R. C. Dumisa, N. Tanga, N. Mokohe, V.G. Mashimani, S. Naidoo, L. Ngcobo, S. L. Ntuli, L. E. Rokharebe, M. A. Rombally, M. Tembe  
Durban ICC (SOC) Ltd • Reg. No. 1992/005867/30



## ATTRIBUTES

- Strong problem solving and numeracy skills
- Excellent communication skills
- High tolerance for working under pressure
- Excellent attention to detail
- Excellent writing skills
- Ability to work under pressure

## KEY PERFORMANCE /MAIN ACTIVITIES OF THIS ROLE

The successful applicant will be:

- Prepare and issue notices of meetings timeously
- Prepare the agenda and supporting documents for meetings
- Coordinate the submission of reports to the Board, Board Committees and EXCO
- Take minutes of Board and Committee Meetings.
- Develop the Board and Committee Annual Work Plans.
- Maintain an effective information reporting process
- Prepare creditor documents with reconciliation for creditor payments
- Develop and update a Corporate Governance Policy framework
- Assist with overseeing overall company-wide legislative compliance
- Provide inputs to amendments to organisational policies and procedures
- Provide administrative support to the performance appraisal of the Board, the Committees and Individual Directors annually
- Coordinate in consultation with HR the skills training for the Board and Committee where necessary
- Manage the budget of the Unit including that of the Board and Committees
- Conduct Research on topics related to corporate governance, legal updates/developments and related functions

## APPLICATIONS

***The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will best assist the ICC in addressing its current transformational needs. Persons with disabilities are encouraged to apply***

Applications must reach the Human Resources Department, via e-mail: [recruitment@icc.co.za](mailto:recruitment@icc.co.za)



Where the **World**  
meets **Africa**



**DURBAN ICC**  
INTERNATIONAL CRICKET COUNCIL

Closing date for the CV submissions is **12 September 2019**.

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration.

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.



---

**Brenden Chettiar**  
**ACTING HR DIRECTOR**

30/08/19

---

**DATE**