

Suite 801, 8th Floor
The MAXSA Building
13 Streak Street
Mbombela

Private Bag X11214
Mbombela
1200

Tel 013 753 9000
Website www.iucma.co.za



IUCMA Job Advertisement

Closing date: 21 April 2023

The Inkomati-Usuthu Catchment Management Agency is a water resources management institution established in terms of the National Water Act (Act 36 of 1998) to perform sustainable and equitable integrated water resource management within the Inkomati-Usuthu Water Management Area (WMA) in Mpumalanga.

Highly motivated and creative individuals who want to join this exciting and rapidly growing institution qualifying on the **minimum requirements stated below** are invited to apply for the following vacancy:

BOARD SECRETARY (NELSPRUIT, HEAD OFFICE)

Remuneration Package within salary band D3 (Ref no IUCMA/20/23)

Requirements: The candidate must possess an LLB degree. Minimum of 5 years' experience in Corporate Governance plus 5 years' experience in administrative law and 2 years' experience in company secretarial work. Candidate must be admitted as Attorney or Advocate of the High Court. A valid drivers' license.

Knowledge, skills, and competencies required: Extensive knowledge of SA Law in general, public entities, Labour Law, Administrative Law, and Water law. Consultation. Detail focused. Client Liaison. Lateral thinking. Good Negotiation skills. Quality oriented. Strategic thinking. Compliance and Risk management. Governance and ethics Information. Ethical. Advanced communication. Analytical skills. Accuracy.

Key performance areas: Development of a plan for the Governing Board and its Committees to ensure that it is in line with the APP and good corporate governance as recommended by the King IV report. Establish, consult, and circulate annual schedule of meetings for governing board and committee meetings. Compilation of Committee's chairperson's reports for the Governing Board reporting. Ensure collation and maintaining of information and documentation relating to Governing Board and committee meetings. Compile all policy and legal basis to support. Governing Board's decisions. Review reports from the CEO and Executives for the purpose of reporting to the Governing Board. Ensure that there is accountability and reporting (the provision of a true, fair, and accurate account of the stewardship of the enterprise, in a transparent manner, to relevant stakeholder-Minister). Responsible for the Governing Board members appraisals and reporting to the Minister. Ensure that the Governing Board members and Committee members are properly inducted and trained from time to time. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Review and finalization of the IUCMA policies for the Governing Board to approve. Organize Governing Board strategic plan. Review the Annual Performance Plans alignments to strategy and advise the Governing Board. Advise and guide the Governing Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Facilitate the external appointments of Committee members (Audit Committee, Risk Management Committee, and IT Steering Committee). Ensure Governing Board competence through identification of relevant training and workshops. Monitor Governance Risk register and strategic risk register/ Provide advice on the internal audit function by identifying, evaluating, and communicating the key risks to the Governing Board, CMA management and appropriate stakeholders - with regard to the following. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources.

Guide the establishment and implementation of procedural systems for effective management of the Governing Board in line with the current legislative and regulatory mandates. Advise on law and procedures of water resource management such as quality. Manage intra-governmental and/or international agreements/linkages.

The **Inkomati-Usuthu CMA** is an equal opportunity employer and reserves the right not to make an appointment or withdraw the position. It is the institutions' intention to promote equity through the filling of vacancies anticipating meeting all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race; gender and disability status is required.

Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/ asset record check, qualification verification and previous employment verification). The successful candidate will be appointed on a probation of six (6) months and then permanent should all conditions of the probation be satisfied. As these posts are not scarce skills positions, **preference will be given to South African citizens**. Correspondence will be limited to the shortlisted candidates only.

Suitably qualifying candidates should apply as follows: Post or Hand Deliver a comprehensive curriculum vitae (CV) with at least 3 contactable references, certified copies of qualifications, ID, and Driver's License (not older than 6 months certification) to be emailed to recruitment@iucma.co.za. No hand delivered and posted applications will be accepted. All candidates must complete a compulsory IUCMA JOB APPLICATION FORM obtainable from the IUCMA website. Candidates who graduated must submit certified copies of the qualifications. Candidates still to graduate can submit an endorsed academic record that states completion date of the qualification and the date of the graduation.

Enquiries: Mr. DT Nkosi & Mr. CS Sewela at 0723600442 or 0647579244

Closing date: 21 April 2023 at 16:00 PM.

All applications received after closing date will not be considered.

*If you have not received a response from this institution within **three months or any period determined by the institution subject to the recruitment volume** after the closing date, consider your application as unsuccessful.*

