



CAREER OPPORTUNITY

African Rainbow Minerals is a leading South African diversified mining and minerals company, with world-class long-life, low unit cost assets. We offer opportunities for career advancement, development and retention. Our “**WE DO IT BETTER**” philosophy has positioned us to be an Employer of Choice.

Applications are invited from suitably qualified and experienced persons for the position of **Assistant Company Secretary: ARM Platinum and Coal**, reporting to the Senior Executive Finance: ARM Platinum and Coal. The position will be based in Sandton, Johannesburg.

Assistant Company Secretary: ARM Platinum and Coal

(D-Lower Patterson grading)

Purpose of the Job:

To effectively manage the strategic, tactical and operational Company Secretarial function for ARM Coal Division together with the ARM Platinum Division’s Sustainable Development and ARM Mining Consortium meetings.

Job Requirements:

- Chartered Governance Institute of Southern Africa Qualification (CGISA) qualification (formerly known as CIS);
- Legal or Commercial Law or BComm Law qualification;
- 5 years related experience;
- Experience in the mining industry would be an advantage;
- In-depth knowledge of the Companies Act 71 of 2008 and King IV;
- Valid driver’s licence (Code 8);
- Proficiency in the English language;
- Ability to convert Sotho / Pedi / Tswana to English.

Job Responsibilities:

- Responsible for the company secretarial and administrative requirements in ensuring compliance with statutory requirements for ARM Coal Division and Sustainable Development together with ARM Mining Consortium meetings within ARM Platinum Division;
- Responsible for ensuring that all statutory requirements, particularly those specified by the Companies Act are complied with;
- Responsible for corporate governance;
- Assisting Directors & Executive Management to understand their duties and responsibilities as required;
- Preparation and Review of Board and Committee Charters as well as Annual Work Plans;
- Preparation and distribution of annual meeting plans and meeting packs;
- Preparation of Board and Shareholders' resolutions;
- Meeting management;
- Management of meeting procedures;
- Preparation of minutes of meetings;
- Maintenance of accurate and timeous administration of company records, statutory registers & returns with CIPC;
- Stakeholder management;
- Maintaining contracts and legal documents; and
- Responsibilities include any other relevant administrative requirements of the organisation.

Personal Attributes:

- Excellent communication skills;
- Team player;
- Attention to detail;
- Persistence and ability to take own initiative;
- Ability to work independently and under pressure;
- Strong interpersonal skills;
- Professionalism.

Interested applicants are invited to e-mail their CVs to ARM Recruitment, by no later than **10 September 2021**.

Email: recruitment@arm.co.za

Equity Statement:

Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and Targets of the Organisation.

NOTE: If you are not contacted within 21 days after the closing date, please consider your application to be unsuccessful.