

CAREER OPPORTUNITY

African Rainbow Minerals (ARM) is a leading South African diversified mining and minerals company with operations in South Africa. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company.

ASSISTANT COMPANY SECRETARY : ARM FERROUS (C-UPPER PATTERSON GRADING)



Purpose of the Job:

- To support the Company Secretary and Board of Directors by ensuring adherence to legal, regulatory and corporate governance standards for the ARM Ferrous Division, and by providing effective administrative, advisory and organisational support to maintain the integrity and efficiency of the organisation's governance framework.

Location:

Sandton, Johannesburg

Job Requirements:

- Professional certification in Chartered Governance, or currently in the process of completing the final course before sitting for Board Exams.
- Proven experience in a corporate secretarial role, with extensive experience in the secretarial field and exposure to governance and compliance practices.
- Strong knowledge of corporate governance frameworks, statutory regulations and compliance requirements.
- Sound understanding of Companies Act requirements, CIPC submissions, governance documentation and statutory registers.
- Excellent organisational, communication, drafting and stakeholder engagement skills.

Job Responsibilities:

- Organise and coordinate Board and Committee meetings, including preparing agendas, facilitating submissions, consolidating meeting packs, loading packs to Diligent, preparing minutes and ensuring timely circulation of minutes.
- Draft and circulate resolutions for approval and maintain accurate records of Board and Committee decisions.
- Provide governance support to all entities, trusts and related committees falling under the management of the ARM Ferrous Division.
- Ensure compliance with applicable statutory and regulatory requirements, including submissions to CIPC, the Master of the High Court and financial institutions where required.
- Manage and maintain statutory registers, governance records, charters, policies, agreements and other corporate documents.
- Monitor legislative and governance developments and advise on their potential impact on the organisation.
- Support the development and implementation of governance policies, frameworks, annual work plans and shareholder communications.
- Liaise with internal and external stakeholders, including auditors, legal counsel, regulators and shareholders, and act as a point of contact for governance-related enquiries for the division.

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.

POPIA Disclaimer

By sending your details to the email address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that ARM will keep the record of your personal information confidential.

Additional Information:

- To apply for this vacancy, please send your CV to the email address below before the closing date.

Email: recruitment@arm.co.za

No late applications will be considered or accepted.

- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

Closing date: 19 October 2026



www.arm.co.za



We do it better

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ASSISTANT COMPANY SECRETARY: ARM FERROUS

(C-UPPER PATTERSON GRADING)



Personal Attributes:

- Discretion and integrity in handling confidential and sensitive information.
- Strong interpersonal skills with the ability to collaborate with stakeholders at all levels.
- High attention to detail and strong analytical ability in interpreting regulatory changes.
- Proactive problem-solving and sound decision-making ability.
- Commitment to continuous professional development and staying abreast of governance trends.

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