

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.

COMPANY SECRETARY : ARM FERROUS

(D-UPPER PATTERSON GRADING)



Purpose of the Job:

- To provide comprehensive company secretarial, governance and Board support services to ARM Ferrous including Assmang Proprietary Limited Group, its subsidiaries, trusts and special purpose entities.
- Responsible for ensuring compliance with applicable legislation, governance frameworks, Board and Committee requirements, shareholder agreements and corporate policies, and maintaining the highest standards of corporate governance.
- Demonstrated experience providing company secretarial and governance support across multi-entity group structures including subsidiaries, joint ventures, trusts and special purpose entities.
- Exceptional minute-taking capability and ability to accurately capture complex Board discussions and resolutions.
- Demonstrated experience in the mining industry with an understanding of the sectors regulatory, governance and stakeholder environment would be advantageous.

Location:

Sandton, Johannesburg

Job Requirements:

- Bachelor of Laws (LLB) degree or equivalent and an admitted attorney or an advocate.
- Relevant Company Secretarial qualification e.g. Chartered Governance Professional, Chartered Secretary, CGISA Professional qualification (Chartered Governance Institute of South Africa).
- Minimum of 5 years' Company Secretarial experience within large private Group or public company Group.
- Exceptional board pack, agenda and meeting management skills.
- Ensure compliance with all applicable statutory, regulatory and corporate governance requirements.
- Provide governance and regulatory oversight by evaluating legislative, regulatory and governance developments and ensuring that corporate practices, decision making processes and governance frameworks remain compliant.
- Manage the end-to-end administration of Board and Committee meetings, including scheduling, meeting logistics, venue and refreshment arrangements, preparation of Agendas and meeting materials, drafting of minutes and resolutions and tracking the execution of actions arising from meetings.
- Maintain and enhance governance frameworks, policies, charters and terms of reference.

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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Job Responsibilities:

- Prepare governance reports for boards and committees.
- Maintain statutory registers, corporate records and governance documentation.
- Ensure all Companies Act, CIPC, governance and other statutory filing and compliance requirements are fulfilled accurately and within the prescribed deadlines.
- Manage the lifecycle of selected legal agreements and corporate documents, including review, execution, record management, renewals and compliance monitoring.
- Manage and maintain the Group's corporate governance calendar, ensuring effective planning.
- Liaise and collaborate with Company Secretaries across the ARM Group and associated entities to facilitate information sharing, promote good governance practices and ensure alignment on corporate governance matters.
- Maintain the highest standards of confidentiality and integrity.

Personal Attributes:

- Integrity.
- Strong interpersonal skills.
- Resilience under pressure
- Team player.
- Excellent communication and writing skills.
- Initiative.
- Professionalism.
- Attention to detail.

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