

## JOB PROFILE

### 1. Position Detail

|               |                             |
|---------------|-----------------------------|
| Job Title     | Assistant Company Secretary |
| Job Grade     | C4                          |
| Date Reviewed | 25 August 2026              |
| Location      | Auckland Park, Johannesburg |

#### Position in the Organisation:

|                       |                                                                      |
|-----------------------|----------------------------------------------------------------------|
| Department            | Company Secretariat                                                  |
| 1st Line Manager      | Company Secretary                                                    |
| 2nd Line Manager      | Chairperson of the Board and Chief Executive Office (dual reporting) |
| Direct Subordinate(s) | N/A                                                                  |

#### Overall, Purpose of the Job

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Purpose Statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| To support the Company Secretary in providing corporate governance, statutory and secretariat services to the MDDA Board and Sub-committees, ensuring compliance with all applicable legislation and corporate governance requirements. The role assists in ensuring the effective functioning of the Board and its Committees, compliance with applicable legislation and governance frameworks, the integrity of governance processes and records, and the effective implementation and monitoring of Board and Committee decisions and resolutions. |

#### Education (Formal Qualification Required)

|                                                                                                                                                                                                                                                                                                                                                                      |
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| Minimum                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>NQF Level 7 Qualification in Company Secretarial Practice, or Corporate Governance, Law/Legal, Public Administration, Business Administration or a related field.</li> </ul>                                                                                                                                                  |
| Advantageous                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>Chartered Secretary or recognised professional governance qualification/designation.</li> <li>Postgraduate qualification in Corporate Governance, Law, Public Administration, Business Administration or a related field.</li> <li>Membership of a recognised professional governance or company secretarial body.</li> </ul> |

#### Legal Requirements (e.g. Driver's License, etc.)

|                  |
|------------------|
| Detail           |
| Driver's license |

#### Experience (Experience Required - Number of years)

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum                                                                                                                                                                                                                                                                                                                                                                |
| 3-5 years relevant experience in Corporate Governance and Secretariat administration, including practical experience supporting Boards and/or Board Committees, governance processes, statutory and regulatory compliance, preparation and management of governance documentation, and monitoring the implementation of Board and Committee decisions and resolutions. |
| Advantageous                                                                                                                                                                                                                                                                                                                                                           |

## 2. Position Description

| Key Performance Area / Main Output           | Detailed Description / Inputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Weighting |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Company Secretarial Support</b>           | <ul style="list-style-type: none"> <li>• Provide administrative support and act as an advisor to the Chairperson, the various Board Committees and Executive Management pertaining to corporate governance and statutory compliance for Board and Board Committee meetings</li> <li>• Ensuring compliance with the Companies Act No 71 of 2008 and the provisions of the King Codes and other guidelines on good corporate governance as published from time to time</li> <li>• Perform all duties and responsibilities in accordance with Section 88 (1) and (2) of the Companies Act, No. 71 of 2008</li> <li>• Prepare the agendas in consultation with the Company Secretary, Chairperson of the Board and Chairperson of Board Committees, and prepare other documents for the meetings of the Board of Directors and Board Committees</li> <li>• Prepare the Board and Board Committee Calendar</li> <li>• Coordination of logistical arrangements for Board meetings, including (but not limited) to catering, venue confirmation, travel arrangements and monthly Board Fee Schedules</li> <li>• Issue of notices and agendas of Board meetings to every Director of MDDA</li> <li>• Prepare minutes of Board and Board Committee meetings and any other meeting, where applicable</li> <li>• Draft and update the matters arising register, monitor the progress of action items, and compile status updates for reporting to the Board and Board Committees</li> <li>• Manage and maintain a central repository of Board documents and records</li> <li>• Drafting and management of Board and Committee correspondence</li> <li>• Attend Board and Committee meetings to ensure that corporate governance and statutory requirements are fulfilled, and provide such support as necessary</li> <li>• Drafting of the quarterly compliance matrix report</li> <li>• Perform any other duties reasonably assigned by the Company Secretary to support the effective execution of the Company Secretariat function and the delivery of its responsibilities.</li> <li>• Submission of input to Quarterly Report in respect of Company Secretary Unit (Governance Report)</li> </ul> | 35%       |
| <b>Company Secretariat Legal Obligations</b> | <ul style="list-style-type: none"> <li>• File various statutory documents/returns as required under the statutory provisions</li> <li>• Maintain proper minutes, books and registers of MDDA</li> <li>• Maintain the following: <ul style="list-style-type: none"> <li>• Member Register of Directors</li> <li>• Directors' payments</li> <li>• Balloting or voting records</li> <li>• Resolutions</li> <li>• Register of contracts</li> <li>• Minute books</li> <li>• Register of Policies</li> </ul> </li> <li>• Correspond with the Directors of MDDA on various matters as the need arises</li> <li>• Record minutes of the proceedings of the meetings of the MDDA Board and Committees</li> <li>• Assist in the continuous monitoring of compliance issues with all applicable legislation</li> <li>• Fulfil the functions of the Company Secretary executing board secretariat functions in Board and Board Committee meetings</li> <li>• Attending to queries in relation to Board / Committees.</li> <li>• Processing secretariat requests from Management, Committees and Board</li> <li>• Maintenance of electronic and manual record-keeping</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20%       |

| Key Performance Area / Main Output                       | Detailed Description / Inputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Weighting |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Corporate Governance</b>                              | <ul style="list-style-type: none"> <li>Review developments in corporate governance and provide advice to the Board</li> <li>Facilitation of the proper induction of Directors and Committee Members into their roles</li> <li>Assist Directors with respect to the performance of their fiduciary duties and responsibilities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15%       |
| <b>Risk Management and Improvement of Audit Outcomes</b> | <ul style="list-style-type: none"> <li>Support the improvement of audit outcomes by monitoring the implementation of audit recommendations relevant to the Company Secretariat function</li> <li>Maintain accurate records of audit, risk and governance matters and ensure that actions arising from Board and Committee meetings are followed up.</li> <li>Monitor outstanding audit, governance and compliance matters and provide progress updates to the Company Secretary.</li> <li>Monitor governance-related risks and provide progress reports on outstanding risk mitigation actions relevant to the Company Secretariat function.</li> <li>Identify and escalate governance and statutory compliance risks and support the implementation of appropriate mitigation measures.</li> </ul> | 10%       |
| <b>Stakeholder Management Support</b>                    | <ul style="list-style-type: none"> <li>Act as a facilitator of communication with the Shareholder, Parliament and the Board</li> <li>Coordinate, record, and maintain conflict-of-interest declarations and related governance records in accordance with applicable legislation, policies, and governance requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10%       |

**3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.**

| Knowledge                                       | Skills                | Behavioural Attributes  |
|-------------------------------------------------|-----------------------|-------------------------|
| Company secretariat legislation and regulations | Administration        | Ethical                 |
| Enforcement                                     | Relationship building | Integrity               |
| Corporate governance principles                 | Problem solving       | Achievement orientation |
| CIPC                                            | Conflict management   | Client focused          |
| MS Office proficiency                           | Writing               | Team player             |
| Board software application                      | Language proficiency  |                         |
| Project management                              | Document management   |                         |

**4. Special Requirements**

| Detail                                                              |
|---------------------------------------------------------------------|
| May be required to work extended hours<br>May be required to travel |