

EXTERNAL ADVERTISEMENT

The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies in terms of the MDDA Act, No. 14 of 2002. The following position based in Auckland Park is available at the MDDA

Company Secretary (3-Year Fixed Term Contract)

Salary: R1 273 683,71 **TCTC per annum** (non-negotiable)

Reference No. **COSEC/2025**

The incumbent will be responsible for managing the provision of company secretariat services to the Board and sub-committees, ensuring compliance with all applicable legislation, corporate governance regulations and guidelines. To implement the corporate governance framework activities across the business through the planning, directing and coordination of all governance practices. To act as the main liaison between the Board, shareholder and management and provide legal advisory services to the Board supported by the Legal and Risk Unit as required.

Minimum Requirements: NQF Level 8 Qualification in the Legal field. Membership /registration with a legal or company secretariat professional body, and Driver's license are Legal Requirements. 5 -10 years' experience in the legal and corporate governance/company secretariat of which 5 years must be management level. Qualification from the Corporate Governance Institute of South Africa (CGISA), membership from the Institute of Directors South Africa (IODSA) or any other related governance bodies., a Master's Degree qualification and Admission as an Attorney will serve as an advantage.

HOW TO APPLY: Full job profile for this position is accessible through <https://seigostaffing.co.za> or <https://mdda.co.za/work.html>. Suitably qualified and experienced candidates are invited to submit a comprehensive CV with at least three

contactable references, certified qualifications must be emailed to ta@seigostaffing.co.za quoting relevant reference no.

For further enquiries please contact Mr, Sibusiso Ntini at (087) 7111 563

PLEASE NOTE: Communication will be limited to shortlisted candidates only. If you have not heard from us within 30 days of the closing date, please assume that your application has not been successful. Only applicants who are interviewed will be advised on the outcome of their applications. Successful candidates will be expected to sign performance contracts. It is the responsibility of candidates with foreign qualifications to have their qualifications verified by the South African Qualification Authority (SAQA).

The MDDA is committed to Employment Equity policies and actively promotes equity and equal opportunity in employment. In line with our Employment Equity Plan, preference will be given to candidates whose appointment will contribute towards achieving the MDDA's employment equity targets. **EE/AA candidates and persons with disability are encouraged to apply.** Appointment is subject to appropriate reference checks, competency assessment and verification of all their credentials. The MDDA is under no obligation to fill the position after advertising it and reserves the right to not make an appointment. Although advertised, it may thus either be withdrawn or re-advertised.

Closing date: 02 June 2025