

# Company Secretary and Legal Counsel

## Ref: GEMS0136



The position of **Company Secretary and Legal Counsel** is vacant. The **Company Secretary and Legal Counsel** will report directly to the Board of Trustees. The position is based in Pretoria and is a fixed term contract of employment for a period of five (5) years.

The total remuneration package will be market-related and is negotiable, based on qualifications and experience.

This function is broadly responsible for the effective functioning of the Board and Committees, trustee elections and appointments, trustee training, board effectiveness assessments and providing Legal Counsel to the Board of Trustees.

The **Company Secretary and Legal Counsel** will be required to provide support to the **Board of Trustees** through the implementation of the following **Key Performance Areas (KPA's)**:

- Provide legal counsel and support to the Board of Trustees and the Standing Committees of the Board.
- Provide corporate secretarial services in accordance with the legislation requirements and best corporate governance practice.
- Provide assurance to the Board on all third party contracts in compliance with Scheme Policies and applicable legislation.
- Serve as the liaison between the Board of Trustees, the relevant regulatory authorities, its advisory bodies and the public, ensuring that all matters are handled effectively.
- Maintain controls such as registers to ensure that Board and Committee services are rendered and confirm compliance to policies and procedures.
- Maintain the Board and Committee Year Planner.
- Advise, annually, on the budget provision to be made into the GEMS Head Office budget relating to Board and Committee expenditure.
- Ensure that all Board and Committee records and documentation are maintained and filed in line with legislative requirements.
- Plan Trustee elections when required and ensure that elections are conducted in accordance with statutory and regulatory requirements.
- Plan Board Effectiveness Assessments and ensure that assessments are conducted in accordance with good corporate governance practices and relevant GEMS procedures.
- Support the Board in ensuring adherence to the Board Charter and GEMS policies applicable to the Board and Standing Committees.
- Review the Scheme's corporate governance practices relating to supporting the Board and Committees and, on an annual basis, develop proposals for consideration by the Board.
- Ensure that Board Charter and all Committee Terms of Reference are developed for recommendation and consideration by the Board.
- Ensure that Board and Committee vacancies are filled.
- Manage the Scheme's annual Trustee and Committee members' training programme in accordance with GEMS Trustee Training Policy.
- Manage the annual vetting of GEMS Trustees, Committee members and employees in accordance with GEMS vetting procedures.
- Manage the Scheme Annual General Meeting of Members.

#### Qualification requirements are:

- Chartered Secretary.
- Post-graduate degree in Law.
- Eight years of functional work experience with at least five years legal experience at Board level.
- Experience in the Healthcare industry is recommended.
- Knowledge of corporate governance and the requirements of the Council for Medical Schemes.
- Good knowledge of business administration.
- Knowledge of legislation and regulations relevant to Medical Aid Industry.

#### Behavioural Competencies

- Negotiation and influencing skills.
- Corporate governance and legal support.
- Excellent verbal and written communication skills.
- Good analytical problem-solving skills.
- Maintains awareness of new trends and developments in the field.
- Ability to think conceptually and deal with complex problems.
- Stakeholder relationship management.
- Planning and organising skills.
- Responsible, reliable and attentive to detail.
- Action-orientated and results-driven.
- Resilient, innovative and member-centric.
- Ethical.
- Collaborative.

**Should you be interested, please apply by emailing your Word format CV to [khudu@leboconsulting.co.za](mailto:khudu@leboconsulting.co.za).**

**The closing date for applications is 18 November 2017.** Should you not hear from us by 31 December 2017, please consider your application unsuccessful.

GEMS employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory to be considered for the position.