

**Moses Kotane  
Research Institute**

Research · Innovation · Excellence



# CALL FOR APPLICATIONS

BUSINESS UNIT: CORPORATE SERVICES

POST TITLE: INDEPENDENT CONTRACTOR –  
COMPANY SECRETARY

(12-MONTH PERFORMANCE BASED RENEWABLE  
CONTRACT)

WORKING HOURS: NOT MORE THAN 20 HOURS P/M




SALARY: DPSA CONSULTANTS R413 PER HOUR 6-8,  
OPTION B LONG TERM PARTIAL OVERHEADS B 2.2,  
NO MARK UP.

CENTRE: DURBAN

REFERENCE: COSEC-01/2025

**CLOSING DATE: 20 APRIL 2025**

Visit our website to apply

    @moseskotanereseearchinstitute  
[www.moseskotaneinstitute.com](http://www.moseskotaneinstitute.com)



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## **REQUIREMENTS:**

The ideal candidate must be in possession of an LLB Degree or an equivalent NQF 8 level qualification and a Governance qualification ■ Must be admitted as a Legal Practitioner. ■ Must be registered with the Chartered Governance Institute of South Africa. ■ Minimum of 5 years' experience in a compliance and administration role. ■ A Valid Driver's License with access to own transport. ■ Must be in Good Standing with the Legal Practice Council and the Chartered Governance Institute of South Africa.

## **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

The successful candidate must have practical experience in the key responsibilities listed in the next paragraph ■ Excellent written communication. ■ Professionalism and high stress tolerance. ■ Maintaining high levels of confidentiality.

## **KEY RESPONSIBILITIES:**

Board induction, orientation, and coordinating ongoing training for Board members. ■ Providing Board members with legal, governance and compliance guidance and support. Guide the Board in terms of their responsibilities and powers ■ Ensure update of and compliance with Committee charters/ terms of reference. ■ Facilitating and coordinating Board evaluations. ■ Preparing Board meeting packs, coordinating meetings, compiling accurate minutes and disseminating Board resolutions including extracts ■ Perform any other duties relevant to the Company Secretariat or attend any other meeting arising from Board deliberations. ■ Provide assistance with legal, governance and compliance matters within the Institute as may be required from time to time.

## **DIRECTIONS TO APPLICANTS:**

Interested applicants must email their applications to: [recruitment@moseskotane.com](mailto:recruitment@moseskotane.com). The applications must **clearly state the position applied for and the corresponding reference number on the subject line** must include a detailed copy of a CV, recently certified copies of (1) ID, (2) driver's license and (3) certified copies of relevant qualifications/ certificates, body registrations (not older than 6 months) and Letters of Good Standing. Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

For any technical queries contact The Human Resources Manager, Ms Mngoma at [hadmin@moseskotane.com](mailto:hadmin@moseskotane.com). Candidates who have not heard from MKRI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

Candidate may undergo assessments, competency tests and verification assessments.

The Moses Kotane Research Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

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