



# NKOMAZI SEZ

TREASURE OF OPPORTUNITIES

*An Entity of the Department of Economic Development and Tourism*

## EXTERNAL ADVERTISEMENT

The Nkomazi Special Economic Zone (NSEZ) Entity was established by the Department of Trade Investment in conjunction with the Provincial Department of Economic Development and Tourism in terms of the SEZ Act, Act No.16 of 2014 read in conjunction with the SEZ regulations, 2018, to focus mainly on Agro processing supported by Logistics services activities. The NSEZ Entity will be implemented in Mpumalanga Province, in the Nkomazi Local Municipality.

### 4. COMPANY SECRETARY

<b>Reference Number</b>	<b>NSEZ/CBS/04/2025</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Reporting to the CEO, with a purpose to provide strategic and regulatory corporate governance support to the NSEZ Entity Board and its committees, ensure compliance with applicable legislation and regulatory frameworks and promote ethical leadership and sound institutional governance aligned with the PFMA, Companies Act (where applicable) and the Special Economic Zones Act</li> </ul>
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>An LLB Degree or related qualification at NQF7.</li> <li>Registration with a relevant recognized body for Chartered Secretaries will be an added advantage.</li> </ul>
<b>SALARY</b>	Market Related
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>Five (5) years' Extensive experience in Corporate Governance, Compliance and Legislative Framework environment. Knowledge of legal and regulatory requirements affecting public entities e.g. corporate governance instruments and guidelines (KING Reports).</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in interpretation and application of relevant legislation, drafting and vetting contracts, sourcing and providing legal opinions and managing litigation.</li> <li>• Practical knowledge of the Companies Act and other legislation applicable and corporate governance principles.</li> <li>• Experience in providing Board Secretarial services including ensuring sound corporate governance.</li> <li>• Understanding of labour relations.</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Ensuring compliance with statutes and regulatory codes including the Company's Act, King IV, the PFMA, National Treasury Regulations, Registrar of Companies, and relevant company policies.</li> <li>• Keeping abreast with all new and pending legislation and regulations which relate to the operation of the company.</li> <li>• Reporting compliance issues to relevant parties.</li> <li>• Ensuring that all statutory records are in place, properly filed and documented.</li> <li>• Developing resolutions for consideration based on the needs of the committees and subsidiary companies.</li> <li>• Scheduling regular meetings and ensuring that logistics are organised.</li> <li>• Developing the agenda for the meetings and preparing the necessary supporting documents in consultation with the chairperson of the meeting and/or team members responsible for the meeting agenda items.</li> <li>• Ensuring that accurate minutes are taken, distributed, ratified, and filed in accordance with statute.</li> <li>• Ensuring Terms of References are updated annually</li> <li>• Maintain share register for investments in companies, trusts, etc</li> <li>• Ensuring that decisions of the Boards and committees are communicated to the relevant people to be implemented.</li> <li>• Co-ordinating the calendar and setting committee plans in consultation with the relevant chairpersons.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring compliance of subsidiaries' AGMs with procedures stipulated in the Memorandum of Incorporation.</li> <li>• Partnering with the internal auditors to monitor and evaluate regulatory and legal compliance</li> <li>• Manage CIPC, PAIA returns and documentation</li> </ul>
<b>Competencies Required</b>	<p>The preferable candidate should display the following competencies at an advanced level:</p> <ul style="list-style-type: none"> <li>• Strong and advanced Business Acumen.</li> <li>• Visionary leadership.</li> <li>• Ability to motivate the workforce.</li> <li>• Effective management skills.</li> <li>• Advanced communication and negotiation. ▪</li> <li>• Understanding of a multi-faceted business operation.</li> <li>• Strong Planning, financial acumen strategic capability.</li> <li>• In-depth knowledge of changing business environments.</li> <li>• Complex problem solving.</li> <li>• Effective decision-making.</li> <li>• Strong governance, risk management and compliance.</li> <li>• High emotional intelligence and ability to work in a high-pressure environment.</li> <li>• Advanced problem-solving skills.</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• The successful candidate will enter into a Performance Agreement</li> <li>• The successful candidate will be subjected to vetting and screening.</li> </ul>

## **SUBMISSION OF APPLICATIONS:**

*Interested candidates should submit an application stating reference number, a detailed CV, and copies of qualifications and identity document addressed to: The Chief Executive Officer: Nkomazi Special Economic Zone (NSEZ) Entity, and hand delivered to DEDT Ehlanzeni District Office, 45 Samora Machel Drive, Mbombela Square, Mbombela, 1200. For enquiries please contact Mr D. Ndwandwe on 082 784 2310 e-mail address: [hr@nkomazisez.gov.za](mailto:hr@nkomazisez.gov.za) or [dndwandwe@mpg.gov.za](mailto:dndwandwe@mpg.gov.za)*

## **REMUNERATION**

*The Nkomazi SEZ Entity offers competitive remuneration and benefits package that may be negotiable based on qualification, experience, and evidence of the current remuneration package of the successful candidate*

***Enquiries: Mr. Douglas Ndwandwe, 082 784 2310***

***Closing date for applications: 08 August 2025 @ 16h00. No late application will be considered***

Equity Statement: Preference will be given to suitably qualified applicants who will assist the Nkomazi SEZ Entity to be representative of the demographics of the province. Applicants who have not been contacted within response within thirty (30) days from the closing date, please consider your application as being unsuccessful.