



CAREER OPPORTUNITY

African Rainbow Minerals is a leading South African diversified mining and minerals company, with world-class long-life, low unit cost assets. We offer opportunities for career advancement, development and retention. Our “**WE DO IT BETTER**” philosophy has positioned us to be an Employer of Choice.

Applications are invited from suitably qualified and experienced persons for the position of **Company Secretary (Subsidiaries)**, reporting to the Group Company Secretary. The position will be based in Sandton, Johannesburg.

Company Secretary (Subsidiaries)

Purpose of the Job:

- Provide company secretarial services.

Job Requirements:

- Relevant tertiary qualification (CIS or B.Com);
- At least five years company secretarial experience and experience with financial statements;
- Experience with a JSE-listed company;
- Experience in the mining industry would be an advantage;
- Familiarity with the Companies Act, CIPC, xBRL and King IV.

Job Responsibilities:

- Responsible for company secretarial duties in respect of ARM subsidiaries and Trusts;
- ARM Broad-Based Economic Empowerment Trust meetings, minutes, resolutions, payment of dividends, financial statements and liaison with Trustees and advisors;

- Drafting and processing board, committee and shareholders' minutes and resolutions;
- Handling preparations for board, committee and shareholders' meetings, including assembly of meeting packs, deliveries, meeting room bookings and set-up;
- Directors' fees payments;
- Relieving the Group Company Secretary as and when required;
- Updating banking documentation, including FICA documentation;
- Custodian of Scrip and pledges/guarantees;
- Master diary administration;
- Administration of the share incentive schemes, including execution of trading transactions, compliance and SENS preparation, provision of information to stakeholders including finance, treasury, the external auditor and the Remuneration Committee; working with service providers including the sponsor, the external share scheme administration service provider, CSDP's and the transfer secretaries; and the processing of resolutions and allocations, as well as participation on the management share incentive schemes committee;
- Preparation of documents to submit to CIPC, including the review of documents in xBRL format and paying annual duties;
- Assisting with the preparation of interim and annual financial statements and other annual statutory reporting requirements;
- Liaising with the external auditor in respect of the external audit of the Group, subsidiaries and trusts;
- Compliance with the Companies Act;
- Maintaining statutory records and registers;
- Liaising with fellow company secretaries across the Group for information sharing purposes;
- Assisting with ad hoc projects.

Personal Attributes:

- Excellent writing and overall communication skills;
- Team player;
- Attention to detail;
- Persistence and ability to take own initiative;
- Ability to work independently and under immense pressure.

Interested applicants are invited to e-mail their CVs to Lavinia Masehela, by no later than **21 January 2019**.

Email: lavinia.masehela@arm.co.za

Equity Statement:

Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and Targets of the Organisation.

NOTE: If you are not contacted within 21 days after the closing date, please consider your application to be unsuccessful.