GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producers' organisation that drives the mandated strategic actions.

By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgable individuals to grow and enjoy serving the organisation and influence the broader food chain.

COMPANY SECRETARY (Pretoria)

Join Grain SA in a pivotal leadership role responsible for corporate governance, company secretarial services, compliance and strategic board support across the Grain SA Group.

The incumbent will provide expert governance advice and ensure effective Board and Committee administration across Grain SA and its subsidiary entities.

The incumbent will be responsible for the following key performance areas.

Corporate Governance and Compliance
Lead and coordinate corporate governance practices across the Grain SA Group, ensuring alignment with legislative requirements, governance frameworks and recognised best-practice standards. Monitor compliance obligations and promote a culture of ethical leadership, accountability and sound governance.

Board, Committee and Congress Secretariat Services
Provide comprehensive secretariat support to Boards, Committees and Congress structures, including the preparation of agendas, board packs, minutes, resolutions and annual meeting schedules. Ensure the effective functioning of governance structures through professional administrative support.

Governance Policies and Statutory Records Management
Draft, review and maintain governance policies, board charters, delegations of authority and statutory registers. Ensure governance documentation remains current, accurate and aligned to organisational and legal requirements.

Legal and Regulatory Compliance Oversight
Monitor legislative developments and advise leadership on governance and compliance implications. Coordinate statutory filings and ensure all corporate records and legal obligations are fulfilled accurately and timeously.

Risk Management and Assurance Support
Support risk management, annual reporting processes and Board performance evaluations. Contribute to strengthening governance frameworks that support organisational sustainability, transparency and accountability.

Contract and Legal Administration
Review, draft and coordinate contracts and legal documentation across the Group. Liaise with external legal advisors where required and provide governance-related guidance to management.

Stakeholder and Funder Governance Reporting
Develop and maintain effective relationships with Board members, funders, regulators and other stakeholders. Coordinate governance reporting requirements and ensure accurate and timely communication.

Strategic Advisory Support
Act as a trusted governance advisor to the Chairperson and CEO, providing guidance on governance matters, Board effectiveness and decision-making processes that support the Group's strategic objectives.

Ad Hoc: Ad hoc functions as needed from time to time

JOB GRADE: Peromnes 5

MINIMUM REQUIREMENTS FOR THE POST:

- Bachelor's Degree in Law
- Minimum 5 years' relevant experience in company secretarial, governance or legal environments
- Strong knowledge of applicable legislation including the Companies Act, corporate governance principles, Board structures and the role and duties of directors.
- Excellent drafting, minute-taking and policy development skills
- High level of integrity, discretion and attention to detail
- Strong planning, organisational and stakeholder management abilities
- Ability to work independently and under pressure
- Judgement to recognise governance risks and take corrective action
- Excellent communication (verbal and written) and interpersonal skills
- Fully Bilingual (Afrikaans and English) – written and spoken language

Remuneration: The organization will offer a competitive salary which includes a pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications, experience and copies of ID and qualifications not later than 1**5 November 2026** for attention: Coretha Usher, Head: HR & Corporate Services: coretha**@grainsa.co.za.** Kindly clearly indicate in your subject heading which position you are applying for. Applications without the supporting documents will not be considered.

All applications will be treated as confidential. If you have not been contacted within 30 days of the closing date of application, please consider your application as unsuccessful.