



Cricket South Africa

wishes to appoint a

General Counsel & Company Secretary

CSA (Cricket South Africa/Company) is the national governing body for the sport of cricket in South Africa and administers all aspects of South African cricket.

A position for a **General Counsel & Company Secretary** has become available. The General Counsel & Company Secretary will be responsible for developing and implementing protocols and processes to promote and sustain good corporate governance, and to provide advice on all corporate governance matters to the Board, CSA Chief Executive Officer (CEO), Members Council (MC) and CSA Executive Management (Exco) and to monitor CSA's overall compliance with the law.

The main criteria for the appointment is set out below and although not exhaustive, would serve as a guideline in assessing prospective candidates.

Key job duties/responsibilities:

Key performance areas include but are not limited to the following:

- a) Provide legal and company secretarial services to the CSA Board; Members Council (MC) and Executive Management.
- b) Provide expert and sound advice on legal, governance and corporate matters.
- c) Ensure company and director compliance with legal and regulatory frameworks.
- d) Oversee the secretarial functions as outlined in King Code of Good Corporate Governance, the Companies Act and CSA requirements.
- e) Ensure CSA Board resolutions and directives are communicated and implemented.
- f) Act as custodian of the CSA Code of Ethics and monitor compliance thereof.
- g) Review and confirm all company contracts including tenders and service level agreements.
- h) Oversee the contract management process and the execution of agreements with third parties.
- i) Identify and eliminate any risks that may expose CSA to loss, injury, claims, or legal liability and take necessary steps to mitigate such risks.
- j) Champion good corporate governance and educate all cricket stakeholders in this regard.
- k) Manage own direct reports and maintain an environment and climate conducive to high performance.
- l) Ad-hoc Board and Executive project involvement as and when required.

Essential requirements pertaining to the candidate's qualifications and experience:

- a) A Degree in BCom (Law) / BA (Law) / LLB / Company Secretarial qualification / CIS / Equivalent qualification at a minimum of NQF 7 or similar would be ideal.
- b) A minimum of 8 years working experience as a General Counsel. Being an admitted attorney will be advantageous.
- c) A minimum of 8 years working experience as a Company Secretary.

In addition, the following competencies (skills and behavioural attributes) would be important:

- a) Knowledge and skills in Corporate Governance developments.
- b) Knowledge and skills in Companies Act and King Code of Corporate Governance.
- c) Efficient minute taking.
- d) Proficient writing and reporting skills.
- e) Ability to manage the departmental budget, forecasting and financial management in line with the strategic objectives of the organisation.
- f) Computer literate and competent in Microsoft Office applications.
- g) Strong leadership, people and diversity management skills.
- h) Understand the transformation objectives of CSA and implementation thereof.
- i) Solid strategic thinking.
- j) Excellent communication skills (written and oral) including ability to communicate with people at all levels.
- k) Disciplined and value driven.
- l) Strong decision-making ability.
- m) Self-motivated with a high work ethic and ability to work under pressure and solve problems.
- n) Absolute maintenance of confidentiality.
- o) Impeccable integrity.
- p) Utmost level of discretion.
- q) Exemplifies professionalism.

The role will report to the to the **Board** and the **Chief Executive Officer (CEO)**. The role requires the ability and willingness to travel, work long hours, over weekends and public holidays where necessary.

The successful candidate will be based at the CSA Head Office, 86 5th Street, Melrose Estate, Johannesburg. Qualifying candidates can apply to careers@cricket.co.za with a comprehensive CV, copy of SA ID, copies of qualifications and at least two contactable references. As part of your application complete the following Questionnaire:

[Take Questionnaire](#)

All applications will be treated in strict confidence. Short listed candidates will undergo interviews and possible additional assessments.

In making the final selection, consideration will be given to the employment equity objectives of CSA. A performance agreement shall be entered into with the successful applicant. CSA reserves the right not to make an appointment.

The closing date for all applications is **18 April 2022**. Only shortlisted candidates will be contacted. Should you not receive a response to your application within 14 days after the closing date, please consider it as being unsuccessful.

CSA is an equal opportunity, affirmative employer. It is our intention to promote and broaden the diversity of our workforce ensuring South Africans of all races, gender, disability can be involved in the administration of cricket. The appointments are made in line with CSA's employment equity commitments.