



Company Secretary

Introduction to SOLA

The SOLA Group is a vertically-integrated provider of renewable energy solutions, aiming to transform Africa through clean energy. With over 13 years of experience, SOLA's expertise lies in the origination, development, financing, engineering design, project management and Operations and Maintenance of renewable energy facilities. For more information, visit www.solagroup.co.za.

The overall purpose of the position:

The SOLA Group is looking for an experienced and qualified company secretary that will report to the Group Head of Legal. The role will include corporate affairs functions, company secretarial work (Companies Act compliance and meeting administration) as well as oversight of compliance processes. There are currently around 10 boards within the Group that require board meetings and related AGMs.

Reports to: Head of Group Legal
Location: Cape Town or Johannesburg
Contract: Permanent, Full Time (Part Time is possible, depending on experience)

Summary of Responsibilities:

Group Secretarial

- Overall responsibility for CIPC compliance for Group companies, including:
 - Annual returns for all active and shelf companies [annually]
 - Director changes [ad-hoc]
 - MOI changes [ad-hoc]
 - Name reservations and changes [ad-hoc]
 - Compliance checklists [annually]
- Overall responsibility for Companies Act compliance by Group companies, including:
 - Ensuring compliance with all Group companies Memoranda of Incorporation and Shareholder Agreements
 - Share transactions (transfers, issues, STC submissions)
 - Share registers and share certificates - hard and soft copies
 - Drafting, managing signatures and filing of resolutions
 - Advising on Companies Act requirements of board sub-committees.
- Management of Group company registers.
- Company record management (CoRs, certificates, etc) and accurate filing thereof.
- Coordination and administration of board and various stakeholder meetings
 - Compiling agendas, and board documentation with Chairperson of meeting
 - Attendance at board and relevant stakeholder meetings (including AGMs, construction steering committees, and various Group board subcommittees).
 - Taking and issuing minutes of meetings within reasonable time-frames.
 - Provide support and advice on all procedural matters required by the Board.
 - Develop and ensure maintenance of the Board's and Board's Committees' charters.
 - Identifying, and liaising with, external service providers where needed.

Documentation of internal processes and controls (Compliance and Advisory)

- Compliance with relevant reporting requirements under various financing and transaction documents across the Group.

- Work with the Group Legal team to develop, implement and maintain company procedures, practices and documents and to identify possible weaknesses and compliance violations.
- Assess company operations to identify compliance risks.
- Assess, and to the extent required, assist with drafting and revising company policies.
- Provide expertise and advice in respect of Corporate Governance procedures and best practices.

B-BBEE Audits

- Overall responsibility for keeping Group companies' B-BBEE certificates up to date, and management of related processes (e.g. learnership agreements etc).

POPIA

- All POPI compliance for Group companies.

Key Performance Indicators

- Statutory submissions completed by required deadlines.
- Timeous completion of statutory documents for establishment of new companies and changes to existing companies (share issues, director changes, MOI adoptions, etc).
- Accurate and timely compilation of Board Meeting documentation, including agendas, minutes and related resolutions.
- BEE Certificates reissued before expiry dates.

Minimum Requirements:

- At minimum, matric and relevant tertiary studies in governance, risk or compliance management.
- Must have at least 5 years experience in a similar role (corporate governance / compliance / secretarial).
- Prior exposure to or involvement in BBBEE and other similar regulatory processes would be advantageous.
- Qualification as a Company Secretary by the Chartered Governance Institute of Southern Africa would be advantageous.
- Exposure to the renewable energy sector would be advantageous but is not required for this role.
- Knowledge of Companies Act requirements and processes of CIPC.
- The ideal candidate will have an acute attention to detail, excellent organization and document management skills.
- Must be fully proficient in English (verbal and written communication).
- Must be fully computer literate (MS Office Suite and Google App Suite).
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility in the full sense of the word, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

To apply for this vacancy, please [follow the hyperlink](#) and complete the application questionnaire.[Here](#)

CLEAN ENERGY FOR AFRICA