

Vacancy

Legal Counsel and Company Secretary

Reporting to

COO

Job Purpose

To drive, manage and oversee all governance, legal, risk management and compliance aspects and all related company secretarial functions of CRF and its partner entities, namely, Cyril Ramaphosa Foundation Trust (CRF), Cyril Ramaphosa Education Trust (CRET), Adopt-a-School Foundation NPC (AAS), Black Umbrellas (BU) and its subsidiaries.

Key Performance Areas**Corporate Governance**

- Serve as a shared service Company Secretary to the Boards and Board Committees of CRF and its partner entities.
- Provide governance advice to the Boards, Board Committees, and Executive Management.
- Coordinate Board and Board Committee meetings, including agenda preparation, board pack compilation, minute-taking and board resolutions.
- Develop, implement and maintain a governance framework for each entity.
- Draft and present governance reports.
- Develop and monitor Board and Committee annual work plans.
- Conduct Board and Committee evaluations.
- Ensure compliance with governance documents, namely Trust Deeds, Memorandums of Incorporation (MOIs), Board and Board Committee Charters, and governance policies.
- Manage the annual Board and Board Committee declarations of interest and conflicts of interest registers.
- Provide guidance on corporate governance in terms of the King Codes and emerging governance principles.
- Facilitate the induction process of new Board and Board Committee members

Governance Compliance

- Monitor local and international developments on corporate governance
- Monitor and assess legislative, regulatory and governance developments that may affect the Boards

- Maintain statutory records and governance documentation, including registers of Board and Board committees and beneficial ownership registers.
- Coordinate and facilitate Board appointments and resignations in collaboration with the relevant HR, Nominations and Remuneration Committees (REMCO), and ensure that all consequential statutory and regulatory filings are completed with the relevant authorities
- Ensure submission of annual returns and other regulatory filings.
- Ensure the secure safekeeping, storage, retention and retrieval of statutory records, governance documents and other official records.
- Manage CIPC filings and statutory reporting requirements.

Risk Management and Compliance

- Develop and maintain risk management framework for each entity.
- Develop and maintain strategic and operational risk registers.
- Monitor legislative developments and ensure organisational readiness and/or compliance.
- Support audit processes and respond to governance, compliance and audit matters.

Data Privacy and Information Governance

- Act as the Deputy Information Officer and register with the Information Regulator for each entity.
- Provide guidance on organisational data protection and privacy laws.
- Develop, implement and maintain data privacy policies, procedures and awareness programmes, and provide ongoing training to Board members, management and employees to ensure compliance with applicable data protection legislation and requirements.
- Manage privacy incidents, data subject requests and compliance reporting.

Intellectual Property Management

- Manage the intellectual property portfolios of each entity.
- Coordinate trademark applications, renewals, registrations and assignments.
- Manage domain name registrations and renewals.
- Manage trademark disputes.

Legal

- Provide strategic and operational legal advice and support to CRF and its entities.
- Draft, review, and renew contracts, and other legal documents.
- Develop and manage contracts registers.
- Conduct legal due diligence assessments on prospective donors, strategic partners, suppliers and service providers.

- Develop, review and update organisational policies and governance documents to ensure alignment with legislative, regulatory and best practice requirements.
- Identify and manage legal risks, recommending appropriate mitigation measures to safeguard the entities' interests.
- Liaise with external legal service providers and regulatory authorities on legal and compliance matters where necessary.

Education, Skills

Experience and Knowledge

- Matric
- Relevant professional qualification (B.Com/Law/LLB/ CIS)
- Admitted Attorney or Advocate is an advantage
- Good leadership skills with ability to interact and influence at management and Board levels
- Good report writing skills
- Excellent problem solving and analytical skills
- Excellent people management skills
- Excellent interpersonal and communication skills
- A min of 5-8 years' experience in similar environment
- Excellent knowledge of the Trusts/ NGO/ NPO industry and current applicable legislation
- In depth knowledge of Companies Act, Nonprofit Organisations Act, Trust Property Control Act and other relevant regulatory frameworks.
- In depth knowledge of Corporate Governance (King Codes) and its implications thereof on the Boards

Please note

Interested employees who meet the above requirements must forward their CV to Human Resources at: recruitments@cyrilramaphosa.org

No late applications will be accepted

Closing date for applications: 23 October 2026