PORTS REGULATOR OF SOUTH AFRICA

Join the Team!

This position reports to the Chairperson of the Ports Regulator(PRSA) and the Chief Executive Officer. The Company/Regulator Secretary is required to provide comprehensive secretarial and governance support to the PRSA.

COMPANY/REGULATOR SECRETARY

PERMANENT POSITION

TCT: R1 335 873 PER ANNUM

Requirements:

- LLB Degree or Admitted attorney or Advocate
- A master's degree (LLM), Chartered Secretary (CIS), will be an added advantage.
- Admitted as a legal practitioner (Attorney or Advocate)
- 5-10-years relevant experience in a legal environment or in a public sector corporate secretariat environment
- 5 years of consecutive experience as a Company Secretary
- Membership of the Chartered Governance Institute of Southern Africa or Chartered Secretaries Southern Africa or relevant (added advantage)
- Knowledge of governance best practices and compliance in terms of King IV Code, legislation, regulations, frameworks and other instruments applicable to the public sector

Key Functions

- Ensure effective functioning of governance structures and promote high standard of corporate governance across the organisation
- Co-ordinate and facilitate Regulator/Committee meetings, including meeting packs for all meetings
- Develop Regulator work plan, schedule Regulator meetings, liaise with Chairperson, Committee Chairpersons and CEO to prepare meeting agendas
- Provide detailed guidance to members on their legal duties, powers and responsibilities
- Arrange, prepare and disseminate agendas for Regulator/Committee meetings
- Ensure that the proceedings of the Regulator/Committee meetings are accurately recorded
- Facilitate approval of Annual Regulator/Committee work plans
- Monitor Regulator/Committee action plans to ensure plans are being addressed timeously and obtain feedback on specific agenda items
- Maintain Regulator records and registers
- Facilitate logistical arrangements for Members, including preparation of monthly Remuneration Schedules
- Develop/ review Regulator/committee structures and Charters/Terms of reference on an annual basis
- Attend to annual review/drafting of terms of reference, schedules and other legal instruments
- Present reports and fulfil ad hoc requests of the Regulator members
- ·Facilitate Members induction and training and ensure regulator training is conducted on key legal, governance and regulatory obligations

To Apply: Email your Letter of Application which includes, Notice periods, EE Status, Residence status, comprehensive CV, a copy of your Identity Document, as well as certified qualification certificates to recruitment@portsregulator.org (Certified copies not older than 6 months)

Subject: Company/Regulator Secretary – Your Name

Closing Date for Applications: Close of Business - 19 April 2026

The Ports Regulator was established under the provisions of the National Ports Act, 2005. Its vision is to be regarded nationally and internationally as a world class institutions which sets the standards for economic regulation in maritime ports.

Only short-listed applicants will be contacted.

The Ports Regulator is an equal opportunity employer and encourages applications from people with disabilities. Our building is accessible and reasonable measures will be taken to accommodate the needs of candidates.

Note: It is the intention of the National Department of Transport to integrate the Ports Regulator into the Transport Economic Regulator, which may result in the re-location of offices. By submitting your application, you give consent to the Ports Regulator in processing your personal information for the recruitment purposes.

The Ports Regulator reserves the right not to fill any vacancy.

All queries to be directed to *recruitment@portsregulator.org*