



Alexkor is a Schedule 2 public enterprise trading as Alexkor SOC Limited. The government of South Africa, through the Minister of Public Enterprise, is the shareholder of the company. As a result of successfully instituted land claim by the Richtersveld Community against Alexkor and its shareholder, all mining activities are now held in a Joint Venture (Alexkor RMC JV) established in 2011. Alexkor and the Richtersveld Mining Company hold 51% and 49% interest in the JV respectively.

Alexkor SOC Limited seeks to be a competitive, progressive and forward-looking organisation with a conscience. The Company operates a growing and sustainable mining organisation that contributes to the developmental needs of the communities in which it operates.

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Alexkor is looking to fill in the following 5-year fixed-term contract position; **offering market-related and negotiable package** for their Head Office in Woodmead, Johannesburg:

**HEAD: LEGAL & COMPANY SECRETARIAT SERVICES**

(Offer: market related)

**Duties**

Secretariat Functions  
Compliance Management  
Land Management  
Control and manage all legal agreements  
Risk and Compliance Management  
Keep abreast of latest Legislation (New and Amended Legislation)  
Principal Officer functions  
Litigation and Legal matters

**Qualifications and experience required**

Grade 12;  
Relevant Law Degree / LLB Degree, preferable with articles  
Admitted Attorney in the High Court of South Africa;  
Chartered Secretaries qualification  
Previous experience in the SOC would be added advantageous  
7 - 10 years' post admission experience  
Experience in a Company Secretarial role especially in mining with excellent sound knowledge of mining, safety and environmental legislation and other legislation.  
SOC experience and Mining experience would be an added advantage

**Competencies:** Ability to work under pressure and multi-task, high level of professionalism, able to work in a diverse team, good report writing skills, analytic and technical ability

Interested candidates to submit their detailed CVs and copies of qualifications, ID, driver's licence, any other supporting documents. **Email to [patekam@alexkor.co.za](mailto:patekam@alexkor.co.za)**. Closing date is on or before **02 September 2018**. For application queries; Pateka Momoza on (011) 2539560 may be contacted.