

JOB PROFILE

JOB TITLE:	Project Coordinator: MOI Review
REPORTS TO:	Chief Executive Officer
EFFECTIVE DATE:	To be confirmed
CONTRACT POSITION:	6 Months

ABOUT US:

The Financial Sector Transformation Council (FSTC) is a non-profit company constituted in terms of the Financial Sector Code, gazetted under Section 9 (1) of the Broad-Based Black Empowerment Act 46 of 2013. It is mandated through its constituencies, which are the Trade Associations, Government, Nedlac Organised Labour (Labour), Nedlac Organised Community (Community), and the Association of Black Securities and Investment Professionals (ABSIP), to enforce the Financial Sector Transformation Code.

POSITION SUMMARY:

The Memorandum of Incorporation (MOI) is a vital legal document that defines the governance framework and operational rules for companies in South Africa, as required by the Companies Act of 2008. The MOI defines the company's powers, governance structures, and the rights and responsibilities of its Directors.

The Project Coordinator: MOI Review will be responsible for driving the project delivery with respect to the MOI review. This will entail, inter alia, project planning and scheduling, facilitation of discussions among constituencies, risk monitoring, documentation and reporting, and project closure.

KEY DUTIES AND RESPONSIBILITIES:

Responsibilities

- **Facilitation and Collaboration:** Work closely with the Secretariat and Constituencies to ascertain the current status and the goals of the MOI review. Facilitate communication between Constituencies and Stakeholders, while tracking milestones within the MOI framework.
- **Compliance monitoring:** Ensure that the MOI adheres to external regulatory and legal requirements, as well as internal policies and bylaws.
- **Resource Management:** Ensure the effective use of resources, including human and financial resources.

- **Strategic Alignment:** Ensure the MOI addresses the binding constraints and advances agile decision-making, in line with the FSTC's strategic plan and execution of strategic objectives.
- **Project Closure:** Seek legal review and/or legislative compliance assessment of the concluded MOI document to ensure compliance with provisions of applicable pieces of legislation and governance best practices.

REQUIRED SKILLS AND QUALIFICATIONS:

Minimum Requirements, Experience

- Law degree, with post-graduate qualification is essential.
- Minimum 5 years of relevant legal experience and legal drafting.
- Understanding of legislation and prescripts applicable to the incorporation, registration, organisation, and management of companies.
- Understanding of the non-profit environment will be an added advantage.

Knowledge

- Understanding of the B-BBEE Act and Codes of Good Practice.
- Understanding of corporate governance provisions and best practices.

Skills

- Research, analysis, and legal drafting
- Stakeholder engagement and management of multiple stakeholders.
- Excellent written and oral communication skills, including proven success in the ability to present ideas and concepts effectively and persuasively.
- Project management

Application letter must be accompanied by a comprehensive CV, certified copies of qualifications and identity document, should be forwarded for the attention of mackaylar.kettledas@isilumko.co.za

Closing Date: 19 May 2026