

# Company Secretary

Job

Position Title: Company Secretary
Reports to: Board of Directors
Advertisement Date: May 29, 2025
Last Date to Apply: <a href="#">June 15, 2025</a>

Key Duties & Responsibilities
<ul style="list-style-type: none"><li>Organizing, preparing agendas and working papers, take minutes of Board, Committees General meetings.</li><li>Ensuring that the Company complies with its Memorandum and Articles of Association and, drafting and incorporating amendments in accordance with laid down procedures.</li><li>Developing and overseeing the systems that ensure that the Company complies with all applicable codes, as well as legal/statutory/regulatory requirements.</li><li>Participate in all requisite forums as a key member of the Company team, protecting the Company’s interests by ensuring the effectiveness of all documentation.</li><li>Monitoring changes in relevant legislations and the statutory/regulatory framework, and take appropriate actions.</li><li>Continually review the developments in corporate governance; facilitate the Government for proper induction of directors, arrange orientations and trainings, advise and assist the directors with respect to their duties and responsibilities, in particular compliance with company law and relevant framework.</li><li>Ensure proper and orderly conduct of Board and Committees’ meetings etc.</li><li>Filing, registering any document including forms, returns and applications by and on behalf of the Company being an authorized representative.</li></ul>

Qualification, Skills, and Experience
<p><b>Education:</b></p> <p>a) A member of a recognized body of professional accountants; or b) A member of a recognized body of corporate or chartered secretaries; or c) A person holding a master’s degree in business or finance or commerce or law from a university recognized by the Higher Education Commission.</p> <p><b>Experience:</b></p> <p>a) At least five years relevant experience.</p> <p>Should meet fit and proper criteria specified in State Owned Enterprises (Governance and Operations) Act 2023.</p>

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