



## Job Description

Functional Title	Manager Corporate Affairs	Grade	OG-I to AVP
Division	Co.Sec & Legal	Function	Co.Sec & Legal
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Head Legal	Reporting (Dotted)	

### Position Summary:

Oversees regulatory compliance, stakeholder relations (regulators, investors, media), and strategic communication, managing board meeting logistics (agendas, minutes, filings with SBP/SECP), corporate reporting, website updates, and PR, acting as a bridge between the bank and external bodies to build reputation and ensure governance.

### Key Responsibilities:

- Prepare agendas, minutes, resolutions, and notices for board and committee meetings.
- Manage logistics for Annual General Meetings (AGMs).
- Ensure timely filing of statutory returns with regulatory authorities, including SBP and SECP.
- Ensure timely submission of regulatory reports, such as free float disclosures and other statutory returns.
- Monitor and manage the organization's compliance status with applicable laws and regulations.
- Maintain and strengthen relationships with regulators, investors, government bodies, and media.
- Serve as a liaison to ensure smooth communication and collaboration with external stakeholders.
- Develop and implement corporate communication strategies.
- Manage media relations and public perception, including crisis communications.
- Oversee content on official channels, including the corporate website.
- Enhance and protect the organization's image and credibility.
- Address issues that could impact the bank's reputation proactively.
- Lead CSR initiatives aligned with the bank's values and strategic goals.
- Develop and execute corporate affairs strategies to support business objectives.





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Position Specification(s):

Minimum Qualification	Graduate / preferably Masters
Experience	Minimum 5-8 years relevant experience
Competencies Required:	<ul style="list-style-type: none"><li>- Knowledge of Banking Policies and procedures</li><li>- Excellent Analytical skills</li><li>- Good communication skills</li><li>- Good time-management and organizing skills</li><li>- Understanding of systems i.e. Harmony, Dynamics etc.</li></ul>

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Employee Name & Signature

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Date

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Line Manager Name & Signature

\_\_\_\_\_  
Date

