

Functional Title: Manager Corporate Affairs (Company Secretary Division)**Division: Company Secretary & Legal Division****Location: Head Office - Karachi****Reporting To: Head Legal & Company Secretary****Position Summary:**

Oversees the Bank's Company Secretariat function and ensuring compliance with all applicable corporate governance, statutory, regulatory, and disclosure requirements. The incumbent serves as the primary liaison between the Board of Directors, Board Committees, Management, shareholders, regulators, and other stakeholders, ensuring effective governance practices, timely regulatory reporting, proper administration of Board affairs, and adherence to requirements of SBP, SECP, PSX, and other relevant authorities.

Key Responsibilities:

- Prepare agendas, minutes, resolutions, and notices for board and committee meetings.
- Manage logistics for Annual General Meetings (AGMs) and Extra-ordinary General Meetings (EOGM).
- Ensure timely filing of statutory returns with regulatory authorities, including SBP, SECP, and other regulatory authorities.
- Ensure timely submission of regulatory reports including 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.
- Enhance and protect the organization's image and credibility.
- Lead CSR initiatives aligned with the bank's values and strategic goals.
- Develop and execute corporate affairs strategies to support business objectives.

Position Specification(s):

Minimum Qualification	Graduate / preferably Masters and Certification in Company Secretarial Practices.
Experience	Minimum 5-8 years relevant experience of Company Secretary Division
Competencies Required:	- Experience in Corporate Law and Secretarial Practices - Knowledge of Banking Policies and Procedures - Excellent Analytical skills - Good communication skills - Good time-management and organizing skills - Understanding of systems i.e. Harmony, Dynamics etc.