

Position: Manager Corporate Affairs
Division: Company Secretary & Legal Division
Location: Head Office - Karachi

Experience & Qualification:

Minimum MBA (Finance), ACCA, Qualified Chartered Secretaries in same discipline from an HEC recognized University with minimum 5-7 years' relevant experience.

Key Responsibilities:

- Assist Company Secretary in organizing meetings of the Board of Directors and Executive Committee.
- Record proceedings of all meetings and maintain proper record of minutes along with related supporting documents and follow-up for implementation of decisions or pending items.
- Continually review developments in Corporate Governance, Secretarial Laws & practices and SBP Regulations, to facilitate and assist the Directors and the Management, with respect to execution of their duties and responsibilities.
- File accurate returns to Authorities, on timely basis; ensure proper certification of extracts or statements, as required by the law. Responsible for the internal, external and regulatory compliance of the Company Secretary portfolio.
- Must be highly results-oriented, with proven interpersonal skills, able to manage complex projects and high-level stakeholder relationships.
- Assist Company Secretary in highlighting and propose/update changes in Article of Association in accordance with change in applicable laws.
- Maintain & update Share Register.
- Assist Company Secretary in preparation and updating of Policies and procedures pertaining to Corporate Affairs.
- Prepare official returns and their timely submission to Securities and Exchange Commission of Pakistan (SECP) and State Bank of Pakistan (SBP).
- Prepare MIS on Board and Executive Committee meetings advices.
- Follow up of Board & Executive Committee meeting advices with concern department.
- Prepare matter arising points for Board (Compliance status of issues).
- Prepare memos of the Company Secretary Division for the Board of Directors meetings
- Prepare resolutions and notices for Board meetings and Annual General Meeting. Assist in issuing advices after Board and Executive Committee meetings.
- Assist in making arrangements to hold Board meetings and Annual General Meeting.
- Timely submission of minutes of Board of Directors meeting to State Bank of Pakistan through Data Portal (DAP).
- Any other responsibilities assign by the Company Secretary.