

Company Secretary

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Company: HRSI

Location: Karachi

Category: other-general

Summary:

The incumbent will be responsible to establish the office of corporate secretary equipped with all requisite policies, corporate governance standards, SOPs, guidelines etc. and implement policies and procedures. This position will also be responsible for ensuring the coordination, conduct, recording and compliance of meetings of the Board and its Committees and the Executive Management Team

Key responsibilities of the incumbent will include the following:

1. Supervise agenda setting for formal committee meetings in coordination with departments
2. Ensure proceedings of the meetings are recorded accurately on paper and on audio and that minutes prepared are reflective of the actual proceedings of the meetings. At the same time, level of confidentiality will be required when dealing with sensitive matters.
3. During Board and committee meeting proceedings and otherwise, such as in relation to organizational governance and compliance, ensure that all relevant laws, rules, regulations, and SROs of SECP as applicable to Corporation are abided by.
4. Prepare, review, and share extracts of minutes for individual departments highlighting specific actions and resolve any queries that departments may have in this regard.
5. Provide considered opinions based on precedence, prevailing law, international practices on governance issues as and when required.
6. Identify, assess, incorporate risks and their existing controls in place which are associated with the processes of each department and the Corporation in entirety.

7. Evaluating the Corporations previous handling of risks, and comparing potential risks with criteria set out by the corporation such as costs and legal requirements.

8. Undertake any other related task assigned by Managing Director, Board, and Board Committees which may include specific query, research, analysis, view on a specific subject or a specific task such as digitization of records for quick retrieval and usage.

Eligibility Criteria:

Education:

Masters / Bachelors degree (equivalent to 16 years of education) in Business/Finance/Legal from reputed university recognized by HEC; or Member of a recognized body of a professional accountant. Preference will be given to a member of a recognized body of corporate or chartered secretaries.

Age:

Maximum 50 years

Experience:

At least 15 years of relevant post qualification experience as a Company Secretary in any reputable industry.

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