

Head of Corporate & Legal Affairs

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Company: Indus Hospital

Location: , , Pakistan

Category: legal

Head of Corporate & Legal Affairs - CEO Secretariat Experience Approx 08 years proven experience in the relevant field Education Bachelor's degree in law is mandatory and in addition business administration, or a related field degree will be preferred. Last Date

1/19/2024 12:00:00 AM Job Description Incumbent play a crucial role in ensuring the legal compliance and efficient administration of the network's governance and regulatory responsibilities. This position involves managing corporate records, providing guidance on corporate governance, and ensuring compliance with all relevant laws and regulations. 1

. CorporateGovernance: ·

Provideguidancetotheboardofdirectorsandseniormanagementoncorporategovernance principles,practices, andcompliance requirements. ·

Assistinthedevelopmentofgovernancepoliciesandensureadherencetocorporategovernance codesandregulations. ·

Monitorandensurecompliancewithallapplicablelaws,regulations,andstatutoryrequirementsrelevantto ·

Stayupdatedonlegislativechangesandcommunicatetheirimplicationstotheboardandseniormanage ·

3. BoardSupportandCommunication: ·

Organizeandattendboardmeetings,ensuringaccuraterecordingofminutesandfollow-uponactionitems. 4. CorporateRecordsManagement: ·

Maintainthenetwork'sstatutoryregistersandcorporaterecords,ensuringtheyareup-to-dateandaccessible. ·

Overseedocumentmanagement,recordkeeping,andarchivingofimportantcorporatedocuments.

5. Regulatory Reporting: ·

Prepare and submit statutory and regulatory reports to the relevant authorities in compliance with Pakistani healthcare regulations. · Ensure that all regulatory deadlines are met.

6. Contracts and Agreements: ·

Review, draft, and negotiate contracts, agreements, and legal documents on behalf of the network. Ensure that all contracts are in the network's best interest and compliant with applicable

7. Compliance Audits: ·

Coordinate internal and external audits, including financial, operational, and compliance audits. · Develop and implement remedial actions based on audit findings

8. Policy Development: · Develop, review, and maintain the IHHN's policies and procedures, ensuring alignment with legal and regulatory requirements

9. Risk Management: · Collaborate with the management team to identify and manage legal and operational risks.

Certification & Skills: · Membership with the Institute of Chartered Secretaries and Managers or similar professional body is preferred. · In-

depth knowledge of corporate governance principles and legal compliance in Pakistan. ·

Excellent understanding of healthcare regulations and laws governing hospital operations. ·

Strong communication, negotiation, and presentation skills. · Detail-

oriented, organized, and able to manage multiple tasks simultaneously. ·

A strong ethical compass and commitment to maintaining confidentiality and integrity.

#J-18808-Ljbffr

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