

Job Description - Company Secretary and Head of Legal and Procurement

 <small>Pakistan Microfinance Investment Company Limited</small>	JOB DESCRIPTION Company Secretary and Head of Legal and Procurement		
Designation	Company Secretary and Head of Legal and Procurement	Reports to	Chairman of the BOD and CEO
Location	Islamabad		
A. JOB SUMMARY			
Company Secretary will be primarily responsible for the company's secretarial matters and is accountable to the Board of Directors collectively, rather than to any individual director. The reporting line is through the Chairman. However, for executive and administrative duties, the Company secretary reports to CEO. The incumbent also interacts with the Security & Exchange Commission of Pakistan (SECP) and the shareholders, to provide relevant reports and information on governance as per relevant Laws/Rules/Regulations. The incumbent shall also look after all legal matters of PMIC and head the procurement function.			
B. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> ▪ Arrange meetings of Board of Directors and guide respective secretaries of BOD Committee in conducting respective meetings. ▪ Manage activities of annual general and extraordinary general meetings (AGM & EGM). ▪ Ensure adherence to SECP filing requirements with respect to governance aspects and maintain key corporate documents and records like statutory registers & books. ▪ Act as first portal of information for contracts and resolutions decided upon by the Board and understand and relate to the differing perspectives of independent directors, non-executive directors (sponsor) and executive directors. ▪ Assist Chairman BOD to manage and overcome complex Board processes; provide meaningful support to directors. ▪ Assess legal documents of the Company and ensure legal protection. ▪ Review and assign litigation matter to external counsel based on similarity of issues in question, i.e., Point of law, dispute, provincial law, relevant courts, etc. Review of employee agreements to reflect current Employment Laws and Regulations, reducing open-endedness and employee lawsuits. ▪ Review all Agreements/ Contracts to analyze and identify recurring disputed matters on defaults/ disputes and strengthen relevant contract clauses to preempt future liabilities. ▪ Carry out procurement activities as per prevalent procurement manual/policy and improve on existing procurement processes as and when needed. Prepare a procurement plan each year and ensure timelines are met as per such plan. 			
C. JOB SPECIFICATIONS			
Qualification	16 years of education (Bachelors/Masters), preferably a law degree or CA. Company secretarial qualifications will be an added advantage	Experience	10 years of which at least 3 years as a Company Secretary
Functional Competencies	<ul style="list-style-type: none"> ▪ Knowledge and skills of corporate governance/ secretary-ship. ▪ Legal knowledge and experience. ▪ Sufficient seniority, skills and stature to fulfil the strategic as well as traditional roles of company secretary. ▪ Prepared to undertake significant and ongoing professional development in order to stay current with a rapidly changing field. ▪ Presentation, analytical and drafting skills. 		
Core Competencies	<ul style="list-style-type: none"> ▪ Teamwork ▪ Decision Making & Problem Solving ▪ Initiative and Change Driven ▪ Planning & Organizing ▪ Effective Communication 		