

	<p>Export-Import Bank of Pakistan (“EXIM Bank”) is set up by the Government of Pakistan, as Pakistan’s official Export Credit Agency, to support inter-alia the growth of exports and to undertake import substitution projects.</p> <p>EXIM Bank is looking for:</p>
<p>Job: Company Secretary</p> <p>Department: Company Secretariat – Corporate Affairs.</p> <p>Job Location: Islamabad.</p>	<p>Qualification: Minimum Bachelor’s degree (Master’s preferred) in business administration, law, finance, commerce or other relevant fields from a leading international university or a local one recognised by the Higher Education Commission (H.E.C.). Membership(s) of recognised institute(s) of professional accountants will be an added advantage.</p> <p>Experience: Minimum 5 years of relevant work experience in Pakistan, with 3 years of it in directly dealing with Board of Directors’ and Corporate matters in/with a bank/leading financial institution in Pakistan.</p> <p>Job Summary: The Company Secretary plays a crucial role in ensuring compliance with legal and regulatory requirements, facilitating effective communication between the Board of Directors and the Management, and overseeing corporate governance practices within the public sector corporation. The position requires a highly organised and knowledgeable professional with strong communication and interpersonal skills to effectively manage company affairs.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Ensure compliance with all applicable laws, rules, and regulations pertaining to the corporation's operations. • Advise the Board of Directors on corporate governance practices and facilitate the implementation of best practices. • Prepare and maintain corporate governance-related documents and policies. • Arrange and document board meetings, annual general meetings, and other relevant meetings. • Keep abreast of changes in regulatory requirements and update the corporation's policies and procedures accordingly. • Ensure timely submission of all required statutory filings and reports to regulatory authorities/ministries etc. • Monitor changes in relevant laws and regulations and communicate the implications to the management and the board. • Facilitate communication between the Board of Directors, shareholders, and other stakeholders. • Prepare and distribute meeting agendas, minutes, and resolutions for board meetings and general meetings. • Maintain proper records of all corporate documents, contracts, and agreements. • Support the Board of Directors in the discharge of their duties and responsibilities.

	<ul style="list-style-type: none"> • Assist in the induction and training of new board members in their roles and responsibilities. • Coordinate with board committees and ensure timely reporting to the Board. • Act as the custodian of the corporate seal and ensure its proper use. • Authenticate legal documents on behalf of the corporation. • Organize and maintain the corporation's statutory registers and records. • Engage with shareholders and respond to their inquiries related to corporate affairs. • Facilitate the payment of dividends and issuance of share certificates. <p>Core Competence:</p> <ul style="list-style-type: none"> • Extensive knowledge of corporate laws, regulations, and governance principles in Pakistan. • Strong communication, negotiation, and interpersonal skills. • Excel Proficient in using relevant software and applications for corporate secretarial work. • Well conversant with the Export-Import Bank of Pakistan Act, 2022, State-Owned Enterprises (Governance and Operations) Act, 2023, etc. <p>Communication: Excellent written and verbal communication is mandatory.</p>
<ul style="list-style-type: none"> • If you possess the credentials in seeking, we want to hear from you. Interested candidates may visit https://hrsgonline.com/career-opportunities/ for details. Candidates can email their CV to HRSB by mentioning the position name in the subject line at publicsector@hrsgonline.com or via post, with the position applied for mentioned in the upper right corner of the envelope, at HRSB People & Business Partnering, HRSB House 46-D, Street 46, Block 6, P.E.C.H.S., Off Shahrah-e-Faisal, Karachi, Pakistan. • Deadline for submission of applications is 2nd of October, 2023. • The applicants must ensure their eligibility in compliance with the criteria mentioned in this ad, as well as S.B.P.'s Corporate Governance Regulatory Framework. • EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever. • EXIM Bank reserves the right to relocate employees from time to time. • Females and differently-abled persons meeting the mentioned qualifications & experience are encouraged to apply. • Only candidates shortlisted for interviews will be contacted. 	