

## **Assistant Manager Statutory Affairs: (01) position**

Reporting to: Company Secretary

### **Job Description:**

- Maintain statutory records in compliance with the Companies Act, 2017, State-Owned Enterprise regulations, and other applicable rules and regulations.
- Prepare and file various statutory forms with the Securities and Exchange Commission of Pakistan (SECP) as required under the Companies Act, 2017, State-Owned Enterprise regulations, and other applicable guidelines.
- Coordinate with members to confirm their availability, facilitate the circulation of working papers, and ensure timely follow-up for review and approval of meeting minutes.
- Record and maintain accurate minutes and proceedings of general meetings and Board of Directors'/Board's sub-committee meetings.
- Coordinate and compile agenda items and their supporting working papers for meetings of the Board of Directors, Board Sub-Committees, and general meetings.
- Ensure the timely organization and management of Board, Sub-Committees, and Members' meetings in line with the schedule and the requirements of the Companies Act, 2017.
- Circulate decisions from Board, Sub-Committee, and general meetings to relevant departments, monitor compliance, and follow up to track and compile progress on the implementation of these decisions.
- Undertake any additional tasks or responsibilities assigned by the management as required.

### **Location:**

Islamabad.

### **Qualification & Experience:**

Minimum sixteen (16) year's education in Finance, Accounts or Member of Institute of Corporate/Chartered Secretaries or L.L.B or Equivalent from HEC recognized university with at least 5 years' post qualification experience in statutory and corporate affairs preferably of a Public Sector Organization or reputable multinational companies.

**Maximum Age: 40**