Company Secretary & Chief Internal Auditor

Reporting:	Functionally to the Board of Directors, and the Audit Committee; administratively to the Managing Director/CEO
Education:	• Member of a professional accounting body (ICAP, ACCA, ICMAP). • Member of a recognized body of corporate or chartered secretaries. • MBA, M. Com or law degree.
Experience	• possess relevant experience relating to the company secretary assignment and demonstrate, through qualification and experience, the capacity to successfully discharge the responsibilities of the position. • For members of professional accounting bodies, should have post qualification experience of at least 5 years. • For M.BA, M. Com or law graduate at least five years' relevant experience for a listed company.
Responsibilities:	• Act as the primary liaison with the Board, Audit Committee, outsourced/internal and external auditors, regulators, shareholders, and internal departments. • Ensure compliance with all applicable corporate laws, SECP regulations, the Company's Memorandum and Articles of Association etc. • Manage and coordinate Board, Board Committee, and shareholder meetings, preparation of agendas, circulation of papers, drafting of minutes and maintenance of statutory records. • Coordinate with the outsourced internal audit firm to ensure timely execution of the approved internal audit plan. • Review audit reports submitted by the outsourced audit firm, assess key findings, and present significant matters to the Audit Committee and Board of Directors. • Monitor implementation of audit recommendations across departments and report progress to relevant stakeholders. • Prepare and file statutory returns, regulatory submissions, corporate disclosures, and other required filings within prescribed timelines. • Maintain statutory registers and ensure timely renewal of licences, approvals, and corporate filings. • Draft and maintain legal and governance documents, Board resolutions, policies, and corporate communications. • Advise the Board and management on corporate governance best practices, audit matters, emerging risks, regulatory developments, technology, and cybersecurity risks. • Support the Audit Committee in evaluating the performance and independence of the outsourced internal audit firm. • Assist in preparation of the annual report and timely dissemination of information to shareholders and regulatory authorities. • Support management in developing and implementing governance frameworks and organizational policies. • Undertake any other tasks assigned by the Managing Director/CEO, Audit Committee, or Board of Directors.
Skills:	Excellent communication, drafting, analytical, coordination, and presentation skills; strong understanding of corporate governance, audit methodologies, risk management, and regulatory frameworks; ability to synthesize findings for senior stakeholders; high ethical standards and professional integrity; and proficiency in Microsoft Office, particularly Word and Excel.