

OVERSEAS PAKISTANIS' FOUNDATION (OPF)

JOB DESCRIPTION

POSITION: COMPANY SECRETARY

Role and Responsibilities

- Ensure compliance with regulatory & statutory obligations, including adherence to the Companies Act 2017 and SOE Governance frameworks.
- Manage and organize BOG meeting and meetings of relevant committees of BoG, including preparation & distribution of agenda, minutes and follow-ups on decisions.
- Act as liaison between the Board of Governance, management & Stakeholders
- Maintain statutory records, filings and corporate documents as required by law
- Provide legal & Administrative support on Corporate Governance issues
- Ensure timely and accurate provision of corporate information to relevant Authorities
- Advise the Board on legal & regulatory matters concerning OPF's operations
- Ensure that Board procedures are followed and that all applicable rules and regulations and other relevant statements of best practice are complied with.

Educational Qualification

- Should be a member of a recognized body of professional accountants; OR a member of a recognized body of corporate or chartered secretaries; OR a person holding a master's degree in Business Administration, Finance, Commerce or Law or equivalent qualification from a HEC recognized university.

Experience and Other Information

- Overall, 10 years of minimum relevant post qualification experience with at least 5 years of experience as Company Secretary particularly in Corporate Governance, SOE Governance framework, regulatory compliance and Company Secretarial practices
- Maximum Age Limit: **50 Years** on the last date of application.