

Terms of Reference for Company Secretary /Legal Officer

The Company Secretary / Legal Officer shall be responsible to manage and coordinate the Board affairs including legal services of the company. He or she shall reports directly to the Chairman of the board of directors of the company but administratively to the Managing Director

Specific Responsibilities

- The specific responsibilities are given below:

1. Board Affairs

- Prepare Board Meeting agenda in consultation with the Chairman, Management Committee and the Managing Director of the Company, and coordinate and attend Board Meetings and Management Committee Meetings as Secretary;
- Draft, finalize and maintain record of the Board Meeting Minutes;
- Communicate the Board decisions to the executive management of the Company and report actions taken on important Board decisions to the next Board for additional directives/further deliberation/to update the status;
- Communicate Board decisions to external agencies directly or through the relevant officials of SMC;
- Unless otherwise decided by the Company, coordinate and attend Board Committee Meetings and,
- Act as focal person to coordinate any Board related events. Among others, identify capacity development needs of the Board Directors and act as focal point for Corporate Governance resources.

2. Compliance Requirements

- Meet the statutory compliance requirements under the Companies Act and other relevant laws including renewal of business licenses and updating of other important documents required for Company's business as a going concern from the regulatory authorities;
- Liaise with Finance Department of the Company to facilitate annual audit and,
- Provide, among other things, access to statutory registers of the Company and the minutes of the Board Meetings, and clarification on Board related compliance issues, and attend the Annual Audit Exit Meeting.

3. Legal services

- Provide legal functions to the company;
- Represent the company in any lawsuit or legal process;
- Provide the board with legal advice on any matters asked by the board and the management and,
- Any other legal related services of the company.

4. Custodial Function

- Act as custodian of the important documents of the Company including:
- Articles of Incorporation;
- Certificate of Incorporation;

- Company Seal;
- Statutory registers of the Company;
- Maintain record of original minutes of the Board Meetings and Board Committee Meetings.

Education & Experience Criteria

He/she must/should have:

- LL.M (with PGDNL) with minimum 3 years experience or LL.B (with PGDNL) with minimum 5 years of experience.
- Preference shall be given to those with experience in corporate setting.

Person Specifications & Attributes

Additionally, he/she must have:

- Good analytical and numeracy skills;
- Good communication/presentation skills and,
- High Integrity/ethics, and the ability to meet the deadlines.

Other requirements

- BBS application form indicating clearly the post applied for;
- Curriculum Vitae (CV);
- 2 referrals/recommendation letters from non-family related referees and,
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online screenshot), (4) Medical Fitness Certificate, (5) Citizenship Identity Card.

Employment Type:

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing BBS pay scales and in line with the BBS Service Rules.