

Job Description Company Secretary

Annex-1

Purpose

The Company Secretary of (Name of DISCO) runs the office of Company Secretary in a company and improves efficient conduct of the meetings of the board and also provides assistance to the Board as per rules / laws and regulations as laid down under the law.

Eligibility Criteria

- Member of recognized body of professional accountants; or
- Member of recognised body of corporate chartered secretaries; or
- Person holding a 16 years degree in Business Administration or Commerce or Law Graduate from a university recognised by HEC with at least five (10) years of relevant experience in Government Department / Semi-Government Organizations / Corporation / Autonomous bodies or large Commercial Organisations or large Public Limited Companies of repute.
- Excellent verbal and written communication skills.
- The candidates must comply with the Fit and Proper Criteria as laid down under the Public Sector Companies (Corporate Governance) Rules, 2013 framed under the Companies Act, 2017 and also as laid down under the State-Owned Enterprises (Governance and Operations) Act, 2023.

Age Limit

- Upper age limit is 50 years.

Job Profile

- Able to offer advice and guidance on legal requirements, organising board meeting, annual general meetings, draft minutes of the meetings and resolutions.
- Able to liaise effectively with regulatory bodies and shareholders.
- Proficient with all applicable law, rules, regulations, Companies Act 2017, Corporate Governance Rules and other relevant statutes and be able to discharge prescribe legal obligations and secretariat / non-secretariat instructions.
- Candidates must have excellent English written and oral communication skills.
- Candidates must have computer proficiency to discharge his duties effectively.

Skills & Knowledge

- Planning and Organizing
- Stress Management
- Teamwork and Collaboration
- Decision Making and Problem Solving
- Leadership
- Relationship Management
- Broad knowledge of Business Processes for sales, marketing, product management, customer engagement
- Thorough knowledge of commercial and competitive priorities in the electricity distribution sector
- In-depth knowledge of relevant market / industry trends for all aspects of electricity distribution

Key Performance Indicators

- Completion of all assigned targets in the specified time.
- Timely delivery of advice and feedback
- Compliance to all legal standards and practices applicable to (Name of DISCO)
- Evolve the strategies and efficient practices in (Name of DISCO) for conduct of efficient Board meetings.

Responsibilities

People Management

- Provides effective and inspiring leadership to subordinates;
- Builds competent and high performing team capable to meet current and future needs;
- Delegates responsibilities to subordinates and creates a sense of urgency;
- Ensures parity among subordinates with regards to learning and growth opportunities;
- Leads by example;
- Builds a conducive working environment for an engaged and committed team;
- Promotes a sense of purpose and self-fulfilment among subordinates;

- Manages performance of direct reports through objective setting, continuous support, feedback and formal appraisal;
- Identifies training and development requirements of subordinates to take future roles in coordination with HR.

Leadership Competencies

- Talent Development
- Acts Entrepreneurial
- Thinks Long-term
- Fosters Collaboration
- Executes with Excellence
- Demonstrates Adaptability