

<b>Job Title:</b> COMPANY SECRETARY (CS)	<b>Job Location:</b> ISLAMABAD	
<b>Reporting to:</b> Board of Directors (BoD)/Chief Executive Officer (CEO)	<b>Job Group:</b> OP-3	<b>Department:</b> CEO Secretariat

### **Why should you join us**

Universal Service Fund (USF), a company limited by guarantee, was established under Section 42 of the Companies Ordinance, 1984 (now Companies Act, 2017) and registered with the Securities and Exchange Commission of Pakistan (SECP) by the Ministry of IT & Telecom, Government of Pakistan.

Universal Service Fund (USF) offers a unique opportunity to contribute to meaningful national projects in the rapidly evolving Telecom Sector. By becoming part of USF, you'll work in a dynamic environment that values diversity, integrity, innovation, and growth. The organization provides a collaborative and forward-thinking workplace where professionals can excel and develop their skills.

Moreover, with competitive market-based remuneration, opportunities for career growth, and the chance to be part of a team driving national progress, USF is an ideal platform for professionals seeking both purpose and personal development.

The position will be contractual for an initial period of Three (03) years with further extension on satisfactory performance. Interested candidates may apply online through website: <https://www.njp.gov.pk/>

The individuals who fulfill the below-mentioned eligibility criteria may apply for the following position:

### **Your typical day at work**

#### **1. Corporate Governance & Compliance:**

- Lead the development and implementation of corporate governance frameworks in alignment with the Companies Act 2017, SOE (Governance & Operations) Act 2023, and other applicable laws.
- Maintain statutory registers and ensure timely filing of all required documentation with regulatory bodies such as SECP, CMU, PCP, and others.
- Stay updated on evolving legal frameworks, policies, and regulations, ensuring seamless compliance and operational efficiency.
- Establish Norms and Best Practices.

**2. Board and Meeting Management:**

- Organize and manage statutory meetings, including Annual General Meetings (AGMS) and Board of Directors (BOD) meetings, ensuring adherence to legal and organizational protocols.
- Prepare and distribute working papers, meeting agendas, and minutes, ensuring accurate documentation and follow-up on action points.
- Facilitate effective communication and information flow between the Board and senior management.

**3. Advisory and Strategic Alignment:**

- Provide legal, financial, and strategic advice to the Board of Directors, supporting data-driven and informed decision-making.
- Assist the Board in developmental processes, including evaluations, inductions, and training programs.
- Arrange orientation sessions for directors, acquainting them with applicable laws, duties, and responsibilities to enhance their governance capabilities.

**4. Stakeholder Engagement:**

- Build and maintain strong relationships with internal and external stakeholders, fostering trust and collaboration.
- Act as the primary liaison with regulatory authorities and other relevant entities to ensure compliance and represent the organization professionally.

**5. Documentation and Reporting:**

- Oversee the preparation and submission of all regulatory filings and reports, ensuring accuracy and timeliness.
- Safeguard legal documents, corporate records, and the company's statutory registers, ensuring their integrity and confidentiality.

**6. Leadership and Development:**

- Mentor and guide junior staff on corporate compliance and governance matters.
- Support management in handling ad hoc tasks, demonstrating adaptability and problem-solving expertise.

## **Eligibility Criteria**

### **Education**

- a. A member of a recognized body of professional accountants; or
- b. a member of a recognized body of corporate or chartered secretaries; or
- c. a person holding a master's degree in business or finance or commerce or law from a university recognized by the Higher Education Commission.

### **Work Experience:**

- a. At least five years' relevant experience.
- b. Experience in an organization with operations relevant to USF.

### **Age:**

The candidate's age must not exceed fifty (50) years as of the application submission deadline

### **Declaration Regarding Conflict of Interest & Verification of Degrees**

- i. The selected applicant shall be required to submit a declaration on a non-judicial stamp-paper of requisite value as per Schedule-II of these Guidelines that he is not ineligible for appointment to the relevant position in accordance with the requirements of fitness and propriety and the relevant provisions of the Schedule IV of the SOEs Act and Companies Act, 2017.
- ii. The degree/ educational certificates of the selected candidate will be verified through the Higher Education Commission or the relevant Professional Body or Association, within 90 days of his appointment.

## **Functional Skills / Knowledge Areas**

- Strong understanding of corporate laws and regulations.
- Exceptional communication, interpersonal, and leadership skills.
- High attention to detail with excellent organizational and time-management abilities.
- Proficiency in legal and regulatory compliance software/tools is advantageous.