

Job Title:	Company Secretary	Reports to
Department:	Managing Director's Office	<ul style="list-style-type: none"> ❖ Board of Directors (Functionally) ❖ Managing Director (Administratively)

Job Purpose

The Company Secretary ensures the integrity of the institution's Governance framework and is responsible for the efficient administration of statutory requirements, proper interpretation and implementation of constitutive documents and resolutions made by the Board of Directors.

Key Responsibilities

- ❖ Provide Company Secretarial services to the Board of Directors and Annual General Meetings (AGM), providing Directors, collectively and individually with guidance as to their duties and responsibilities.
- ❖ Ensure that the minutes of all Shareholders meetings, Board meetings are accurately recorded and circulated, and implementation of decisions and resolutions made by the Board of Directors and Annual General Meetings are tracked and actioned.
- ❖ Provide for safe custody and authorize use of the Company seal.
- ❖ Coordinate external relations with Directors, Shareholders, and Governments of member countries as well as with authorities of the Host Country.
- ❖ Draft papers, agendas and other working documents for committee and Board meetings; liaise with departments to ensure proper delivery of board proceedings, deliberations, and approvals in line with the Governance frameworks.
- ❖ Responsible for planning, coordination of Annual General Meetings with relevant departments.
- ❖ Register and keep custody of all originals of Agreements, Conventions and Contracts signed with States and organizations, including Host Country, and ensuring observations of obligations and rights stipulated therein.
- ❖ Lead negotiation, drafting, review, execution, and interpretation of Statutes, Agreements and Contracts.
- ❖ Provide leadership, coaching and mentorship as well as modelling the institution's values and inculcating these among direct reports.
- ❖ Manage, under the supervision of the Managing Director the relationship between Senior Management and the Board.

- ❖ Perform such other duties as shall be assigned from time to time by the Managing Director.

Job Competencies

Academic Qualifications

- ❖ Master's degree or its equivalent in Economics, Law, Development Finance, International Relations, Development Studies, and other related disciplines.

Professional Qualifications / Membership to professional bodies

- ❖ Professional qualifications such as ICSA, Certified Company Secretary or equivalent Advocate of the High Court with current practicing certificate is an added advantage

Previous relevant skills and work experience required

- ❖ At least fifteen (15) years' work experience in providing Company Secretarial Services at C-Suite level in a Multilateral Development Bank or Financial Institution.
- ❖ Demonstrated expertise relating to the interpretation of the institution's Charter and Governance policies.
- ❖ Demonstrated experience in Issuance of legal opinions and or certificates as may be necessary including privileges and immunities.
- ❖ Exceptional technical expertise in the coordination of statutory meetings in international financial institutions; demonstrate discretion, tactfulness and flexibility when dealing with Board of Governors, Boards of Directors, and other key stakeholders.
- ❖ Have excellent analytical and drafting skills and be able to work efficiently under pressure and willing to work long hours to meet tight deadlines.
- ❖ Proficiency in English and French, both written and oral, and proven translation skills is a requirement for the role.
- ❖ Be proficient in use of standard MS Office Software (Word, Excel, Powerpoint).

For more information about the vacancy and how to apply, please visit [www.https://www.shelterafrique.org/en/careers](https://www.shelterafrique.org/en/careers) and send detailed resume to sendcv@africsearch.com

Applications close on 30 March 2025