



Job Title:	Deputy Company Secretary	Reports to
Grade:	S4	❖ Company Secretary
Department:	Company Secretary	Direct Reports
		❖ N/A

Commented [CK1]: @ Nancy, it should be at Manager level

#### Job Purpose:

The Deputy Company Secretary provides **operational, administrative, and coordination support** to the Company Secretary to ensure efficient functioning of the Board and governance processes. The role focuses on **planning, organizing, and facilitating board, committee activities and relationships with shareholders**, maintaining records, and ensuring smooth communication between the Board, Management and all stakeholders.

#### Key Responsibilities and Job Dimensions

##### Key Responsibilities

##### 1. Corporate Governance & Board Support

- ❖ Assist in organizing and coordinating Shareholders, Board and Committee meetings (Audit, Risk, Governance, etc.)
- ❖ Prepare and review board packs, agendas, minutes, and resolutions
- ❖ Ensure timely circulation of meeting materials and accurate record-keeping
- ❖ Maintain statutory registers and company records
- ❖ Support board evaluations, governance audits, and effectiveness reviews
- ❖ Manage board and committee meeting processes – work with the Company Secretary to set committee agendas, brief internal teams on lead times for the delivery of Board and committee papers; and ensure the timely publication of high-quality materials to Shelter Afrique’s board portal and successful delivery of all meetings.
- ❖ Prepare, present, and conduct the induction process for all new board directors.
- ❖ Provide accurate and relevant information that will assist Board Members in performance of their role and execution of their duties and decision making.
- ❖ Maintain the Board calendar and to manage meeting invitations.

##### 2. Board & Committee Coordination

- ❖ Coordinate scheduling and logistics for Board and Committee meetings
- ❖ Prepare and compile board packs in collaboration with internal teams



- ❖ Ensure timely distribution of meeting materials to Board members
- ❖ Attend meetings and support accurate minute-taking and action tracking

### 3 Administrative Support to the Company Secretary

- ❖ Provide day-to-day support in executing the Company Secretary's duties
- ❖ Assist in preparing agendas, resolutions, and meeting documentation
- ❖ Maintain an organized calendar of governance activities and deadlines
- ❖ Follow up on action items and ensure timely closure.
- ❖ Support onboarding and induction of new Board members

### 4. Documentation & Records Management

- ❖ Maintain and update Shareholders registers and Board documentation.
- ❖ Ensure proper filing, storage, and retrieval of Governance documents
- ❖ Track key Governance decisions and maintain decision logs
- ❖ Support preparation of reports and Governance sections of annual reports
- ❖ Register and keep custody of all originals of Agreements, Conventions and Contracts signed with States and Organizations, (including Host Country) and ensure adherence of obligations and rights stipulated therein.

## Job Competencies (Knowledge, Experience and Attributes / Skills).

### Academic Qualifications

- ❖ Master's degree in Law (LLM in Commercial, Company Law or International Law), Business Administration (MBA), International Relations or a related field

### Professional Qualifications / Membership to professional bodies

- ❖ Professional qualifications such as ICOSA, CPS or equivalent and a Post Graduate Diploma in Law
- ❖ Advocate of the High Court with current practicing certificate (Optional)

### Previous relevant work experience required

5–8 years of experience in:

- ❖ Company secretarial support, corporate administration, or governance coordination
- ❖ Experience supporting senior executives or boards is highly desirable

### Functional Skills:

- ❖ Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- ❖ Familiarity with board management systems (e.g., Diligent, BoardPAC) is an advantage

### Behavioural Competencies/Attributes:

- ❖ Good ethics and integrity
- ❖ Proficiency in English and French or working knowledge of the other.



- ❖ Strong organizational and coordination skills
- ❖ Excellent minute-taking and documentation ability
- ❖ Attention to detail and ability to manage multiple deadlines
- ❖ Professional communication with senior stakeholders
- ❖ Ability to coordinate across teams and functions
- ❖ Discretion and confidentiality

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**How to Apply:**

Interested candidates should submit a detailed CV and cover letter to [hr@shelterafrique.org](mailto:hr@shelterafrique.org) with the subject: "Application – Deputy Company Secretary"

**Deadline: 5<sup>th</sup> June 2026**

Shelter Afrique Development Bank is an equal opportunity employer.