

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

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 ICSA, 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 with the subject: "Application – Deputy Company Secretary"

Deadline: 5th June 2026

Shelter Afrique Development Bank is an equal opportunity employer.