

Appendix A

JOB DESCRIPTION

Position Title Corporate Governance Executive (Executive Assistant)

Location: Islamabad

Reports to: Company Secretary

Scope of Work:

The Corporate Governance Executive will work closely with the Company Secretary and provide support in matters related to coordination, filing and scheduling affairs of the corporate affairs department.

Detailed Tasks and/or Expected Output:

Specific tasks of the Assistant Manager Economic & Financial Analysis will include but not be limited to the following:

- a) Assist the Company Secretary in organizing and preparing materials for board meetings, committee meetings, and other corporate governance activities.
- b) Maintain an up-to-date repository of corporate governance documents, ensuring accessibility and accuracy.
- c) Establish and maintain an efficient filing and document management system, ensuring secure storage of sensitive information.
- d) Manage and organize official records and legal documents for easy retrieval.
- e) Handle incoming communication, including calls, emails, and correspondence, with promptness and professionalism.
- f) Assist in drafting, proofreading, and formatting official documents and reports.
- g) Record, verify, and maintain accurate and up-to-date information related to corporate governance matters.
- h) Undertake general office administrative tasks, including managing appointments, maintaining calendars, and coordinating meetings.
- i) Monitor and manage office supplies inventory, ensuring timely replenishment.

Qualification and Experience:

- a) Minimum Bachelor degree (16 years of education) in social or management sciences from Higher Education Commission recognized institution.
- b) Minimum of 02-03 years of relevant experience in a corporate/legal environment, with a focus on executive office administration, meeting coordination, documenting minutes' sheets of Board Meetings along with official calls handling.
- c) Knowledge of Company laws, Corporate Governance, and Compliance practices is preferred.
- d) Excellent communication, MS Office and interpersonal skills to collaborate effectively with internal teams, external auditors and regulatory authorities.