

**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, filling and scheduling affairs of the corporate affairs department.

**Detailed Tasks and/or Expected Output:**

Specific tasks of the Corporate Governance Executive 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 Law from Higher Education Commission recognized institution.
- b) Minimum of 02 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.