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## Appendix A

### JOB DESCRIPTION

**Position Title** Assistant Company Secretary (Assistant Manager)

**Location:** Islamabad

**Reports to:** Company Secretary

#### **Scope of Work:**

The Assistant Company Secretary will work closely with the Company Secretary to ensure effective corporate governance, regulatory compliance and efficient functioning of the Board and its Committees, while upholding transparency and best practices in a progressive and inclusive work environment.

#### **Key Responsibilities:**

- Assist in organizing Board of Directors and Committee meetings, including preparation of agendas, working papers and minutes.
- Ensure compliance with applicable corporate laws, regulatory requirements and internal governance frameworks.
- Maintain statutory registers, records and filings in accordance with legal requirements.
- Support coordination between Board members, senior management and external stakeholders.
- Assist in drafting resolutions, policies and corporate documentation.
- Facilitate timely submission of reports and disclosures to relevant authorities.
- Support implementation of corporate governance best practices.
- Manage confidential information with integrity and discretion.
- Contribute to process improvements and digitalization of corporate secretariat functions.

#### **Qualification, Age and Experience:**

- a) Bachelor's degree in Law, Business Administration, Management, Social Sciences, Communications, Public Administration, Corporate Governance, Finance, or a related field.
- b) Maximum age limit is 35 at the time of submission of application.
- c) Minimum 3–5 years of relevant experience in corporate secretarial functions, governance, or compliance.
- d) Experience in public sector organizations, development sector, private sector or financial institutions will be an advantage.

#### **Required Skills**

- Strong understanding of corporate governance principles and regulatory frameworks.
- Excellent drafting, communication, and interpersonal skills.
- High level of integrity and confidentiality.
- Strong organizational and time management skills.
- Proficiency in MS Office and digital collaboration tools.
- Ability to work in a collaborative and inclusive environment.

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## 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:**

The Corporate Governance Executive will provide high-level administrative and coordination support to the Senior Management, including but not limited to:

- Managing schedules, meetings and appointments of senior management
- Preparing correspondence, reports, presentations and meeting minutes
- Coordinating internal and external meetings, events and communications
- Maintaining records, files, and documentation in an organized manner
- Liaising with internal departments and external stakeholders
- Ensuring confidentiality of sensitive information and documents
- Supporting corporate governance and administrative processes as required

**Qualification, Age and Experience:**

- a) Minimum bachelor's degree in business administration, Management, Social Sciences, Communications, Public Administration, law or any related field. Master's degree will be considered an advantage but is not mandatory.
- b) Maximum age limit is 30 at the time of submission of application.
- c) Minimum 2–3 years of relevant experience in executive assistance, administration, or coordination roles.
- d) Knowledge of company laws, corporate governance, and compliance practices is preferred.
- e) Experience in development sector, donor-funded projects, or corporate environment will be an added advantage

*me*  
*08/03/26*  
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Appendix A

## JOB DESCRIPTION

**Position Title** Research Associate – Executive Coordination & Research  
**Location:** Islamabad  
**Position Type:** Temporary/Contingent Staff  
**Duration:** 06 months (fixed)  
**Reports to:** Chief Executive Officer (CEO)

**Scope of Work:** To provide short-term support in administrative coordination, research, and proposal writing for senior management and CEO Secretariat.

### Detailed Tasks and/or Expected Output:

Specific tasks of the will include but not be limited to the following:

- a) Assist in administrative coordination within CEO Secretariat
- b) Support preparation of briefs, summaries, and presentations
- c) Conduct research on relevant thematic areas (DRR, DRF, climate change, development sector, etc.)
- d) Assist in drafting concept notes, proposals, and reports
- e) Compile and analyze data for decision-making
- f) Maintain records, documentation, and information systems
- g) Assist in tracking action points and follow-ups
- h) Provide support in meetings, workshops, and official engagements.

### Qualification, Age and Experience:

- a) Minimum 16 years of education in Economics, Development Studies, Public Policy, Business Administration or related field
- b) 2–3 years of relevant experience (fresh candidates with strong academic background may apply)
- c) Age: Maximum 30 years at the time of submission of application.

### Skills & Competencies:

- a) Strong analytical and research skills
- b) Good report writing and drafting ability
- c) Proficiency in MS Office
- d) Ability to work under tight deadlines
- e) Strong communication and coordination skills