

Dated: June 8th 2022

1.0 Job Purpose:

The Corporate Secretary will provide Corporate Secretarial services to the Council, Boards of Institute's subsidiaries, Committees and Taskforces. The position holder will be the chief advisor to the Institute and its subsidiaries on matters related to governance, compliance and risk.

2.0 Key Result Areas:

- a) Keep abreast of developments in corporate governance practices and advise accordingly.
- b) Provide guidance to the Council and Board members on their duties and responsibilities.
- c) Prepare, review and keep custody of internal policies, contracts, MoUs, SLAs, certificates, licenses, and other documents.
- d) Monitor and ensure compliance with laws, regulations, constitutive documents, internal policies, internal procedures, codes of governance and global best practices.
- e) Ensure that statutory returns and corporate changes are promptly filed with relevant authorities.
- f) Responsible for effective management of meetings and records of the Institute and its subsidiaries.
- g) Ensure accurate preparation of Board papers, recording of minutes and ensure that minute books are properly maintained.
- h) Assist the Council and Boards of subsidiaries in:
 - (i) Automation of Board operation;
 - (ii) Board induction and training;
 - (iii) Updating constitutive documents and governance charters;
 - (iv) Preparing and implementing Board work plans;
 - (v) Conducting annual evaluation;
 - (vi) Conducting governance audit;
 - (vii) Governance risk and compliance assessments;
 - (viii) Implementing the code of conduct and ethics;
 - (ix) Maintaining conflict of interest register and other statutory registers;
 - (x) Conducting efficient elections and appointments, and
 - (xi) Constituting committees and taskforces.
- i) Be the custodian of corporate seal and account to the Council for its use.
- j) Offer support in human resource, administration and outsourced services.
- k) Participate in the implementation of the Institute's strategy.
- l) Support in the management of Institute's stakeholders.

- m) Coordinating the publication and distribution of the annual reports, in consultation with the Organisation's internal and external advisors.
- n) Any other duties as may be assigned by the CEO from time to time.

3.0 Required Qualifications and Skills

- a) A member of the Institute of Certified Public Secretaries of Kenya in good standing.
- b) Minimum 2 years work experience in corporate secretarial, governance or related field.
- c) Accreditation as a governance auditor will be an added advantage.
- d) Proficient in computer applications.
- e) Good interpersonal and communication skills.

4.0 Application Procedure:

Suitable and qualified candidates should submit their applications to jobs@ics.ke by 9:00 a.m., Friday June 17, 2022 providing the following mandatory information:

- a) Application letter, should clearly indicate on the headline as well as on the email subject "Corporate Secretary".
- b) Detailed and updated resume.
- c) Current and expected remuneration.
- d) Other benefits, current and expected.

Note: Due to the change in job description and qualifications requirements, previous applicants should re-apply.