



Government of Pakistan Finance Division

Company Secretary Required for EXIM Bank of Pakistan

The Government of Pakistan has established the EXIM Bank of Pakistan which is a dedicated financial institution to promote the expansion and diversification of export base of Pakistan in terms of commodities, services and regions by providing export and import credit facilities, guarantees, insurance and other necessary services. EXIM Bank intends to appoint Company Secretary. This is a senior level position which reports directly to the Chief Executive Officer.

Qualifications & Experience

Minimum Master's Degree from a recognized University in the disciplines of banking, finance, economics, business administration or related fields including rural and agricultural finance. Must be a career banker having at least 5 years of experience at senior level as SVP and above or equivalent and possesses expertise and skills to perform the responsibilities of the position effectively and prudently. A member of the recognized body of professional accountants, corporate/chartered secretary, or a holder of Masters degree in Business Administration/Commerce or a Law from a well reputed HEC recognized university/institution. Minimum experience of 10 years as Company Secretary in public listed company. Should be of maximum age of 45 years.

Role & Responsibilities

- Developing and overseeing systems that the Bank complies with all the relevant laws and best practices of corporate governance vis-a-vis policies and processes.
- Organizing board meetings, board committee meetings and shareholders meetings; taking minutes and contributing to track legal, governance and other implications.
- Monitoring changes in applicable legislation and regulatory requirements and initiating appropriate actions.
- Maintenance of corporate and statutory books including register of members.
- Liaising with regulator, advisors, solicitors and shareholders.

Remuneration

Market based remuneration package reflecting the level of skill and experience brought to the position will be negotiated with the successful candidate.

An updated Resume along with passport size photograph of eligible candidates must reach to the following address within 15 days of publishing of advertisement

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