

Terms of Reference

Company Secretary

Fenaka Corporation Ltd invites enthusiastic and energetic Maldivian's willing to work for the following post.

POST: Company Secretary

WORK SITE: Fenaka Head Office, Male', Maldives

MAIN RESPONSIBILITIES:

- Ensure the company remains compliant with legislation outlined in the Companies Act as well as other relevant laws & regulations.
- Ensuring the maintenance of statutory records as per the Companies Act and other relevant laws & regulations and ensuring the timely submission of statutory filings.
- Proactively monitors for changes in relevant laws & regulations and caters for those changes accordingly.
- Attending and minuting Board of Directors, Board Committee meetings, AGM/EGM meetings and maintaining Board & Committee records, papers, minutes, and other documentation.
- Drafting board resolutions and supporting briefing materials for board members.
- Organizing AGM/EGM meetings.
- Compilation of Annual Reports and Quarterly reports etc.
- Acting as a point of contact for the Board members and other stakeholders.
- Manage all administrative tasks related to the activities of the Board Secretariat.
- Fulfill all duties of the Company Secretary as outlined in Company Law and other relevant laws and regulations.

QUALIFICATION AND EXPERIENCE:

- At least Bachelor's degree in law at an accredited University.
- At least three years' work experience will be of added advantage.
- Excellent written and oral communication skills both in Dhivehi and English.
- Excellent ability to formulate and express ideas on complex issues both orally and in writing.
- Ability to work independently in a multi-tasking team environment under minimum supervision.
- Proven record of high integrity and ethical standards.

REMUNERATION: Negotiable depending on qualification and experience.

Interested candidates are requested to send in their applications on or before 1500hrs of 15th August 2024 along with CV, copy of national identity card, copies of certified educational certificates, recent passport size photo, reference letters, police report and other supporting documents from previous employers to the below mentioned address (or email to jobs@fenaka.mv). Only short-listed candidates will be notified.

FENAKA Corporation Limited

Port Complex Building, 7th floor.

Hilaalee Magu,

Male' 20307

Republic of Maldives

Tel: (960)3307555,

Fax: +960 3317104,

Email: jobs@fenaka.mv