

Associate Manager/Deputy Manager Company Secretarial Unit

The job holder is responsible to ensure regulatory compliance, statutory compliance and corporate governance norms with respect to Board proceedings in the subsidiaries and assist in the company secretarial/ registrar function of NDB

The Job:

- Co-ordinate and conduct all Board & committee meetings as per regulatory & statutory requirements for designated subsidiaries (local)
- Prepare meeting minutes and circulate to all concerned as applicable
- Ensure confidentiality of all Board proceedings & documents are maintained
- Co-ordinate between Board & Executive Management on aspects relating to policies, Board mandates / approvals for implementation and such others
- Assist the Board Secretary in work related to the NDB Board including periodical fitness assessments of directors, matters related to disclosures/related party reporting/approval aspects, periodical review & renewal of licenses of the Bank, Policies and procedures including Board subcommittee charters etc.. with advise of Board/Company Secretary
- Assist the Board / Company Secretary to maintain the shareholder register and facilitate transfers based on change of shareholding as per regulatory & statutory requirements and policy, as applicable
- Assist the Board / Company Secretary to maintain an updated register relating to changes in shareholding structure based on bonus, rights, preference, scrip & cash dividends and such others, based on Board approval and regulatory & statutory requirements
- Attend to shareholder requests with respect to demit / physical certificates, unclaimed dividends, transmissions of shares and such other aspects relating to shareholders
- Identify automation / digitization opportunities that will enhance productivity / accuracy / reduce cost / other benefits without compromising on risk
- Co-ordinate between Board & Executive Management for preparation of annual report of the Bank and ensure statutory disclosures of the Board and committees
- Perform any other related duties or assignments as required by the Board /Company Secretary

The Person:

- Possess a degree in Law or equivalent professional qualification and be a registered Company Secretary
- Possess at least 3 years post-qualifying experience preferably in a similar role
- Pay attention to detail and ability to maintain confidentiality
- Excellent planning and organizing skills
- Excellent communication and co-ordination skills
- Should possess a minimum rating of "Meets Expectation" for the last performance year
- Should not have a disciplinary inquiry under investigation

Please login to <https://www.ndbbank.com/careers> to apply on or before 28th October 2022

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President, Group Human Resources

Classification: **Internal**

NDB bank
The future is banking on us