

## Associate Manager/Deputy Manager Company Secretarial Unit

### 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

The position is at Associate Manager / Deputy Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 12<sup>th</sup> May 2023

We will correspond only with the shortlisted applicants

*"We are an equal opportunity Employer"*



Vice President  
Group Human Resources

