

POSITION DESCRIPTION

Kutubu Gas Holdings Limited

AM8021 - Company Secretary

The Kutubu Gas Holdings Limited (KGHL) is a corporate trustee landowner company incorporated in 2020 under the Companies Act to hold the Kutubu PDL2 landowner's 12% Kroton Equity option interest of the PNG LNG Gas Project.

KGHL was established on a vision of spearheading meaningful transformation and shaping an empowered future for the citizens of Papua New Guinea, in particular Kutubu (PDL2) landowner communities in the Southern Highlands Province.

KGHL urgently requires qualified and experienced candidates to apply for this Management role.

COMPANY SECRETARY

Reporting to the Board Chairman, the Company Secretary is responsible for ensuring the company's operations adhere to legal requirements and industry best practices.

Key Responsibilities:

- Ensure the company's activities and operations are in full compliance with relevant laws, regulations, and industry standards
- Provide expert legal advice to the management team and board of directors on legal matters impacting the company
- Implement and maintain best practices in corporate governance, ensuring alignment with regulatory guidelines
- Advise the board on matters related to corporate governance, ethics, and integrity
- Prepare and distribute board meeting agendas, materials, and minutes in a timely manner
- Foster effective communication and collaboration with board members and senior management
- Oversee the preparation and submission of statutory filings, including annual reports, financial statements, and other required documents to regulatory bodies
- Review, draft, and negotiate contracts, agreements, and legal documents to safeguard the company's interests and ensure compliance
- Identify and assess legal risks that the company might encounter and develop strategies to mitigate these risks effectively
- Collaborate with cross-functional teams to implement risk management measures
- Develop, update, and communicate company policies in line with legal and regulatory requirements
- Provide guidance to employees on policy-related matters
- Provide legal support during mergers, acquisitions, and other corporate transactions
- Participate in due diligence processes and ensure legal compliance throughout transactions
- Act as a point of contact for shareholders, regulatory authorities, and external legal counsel
- Foster positive relationships and manage effective communication with relevant stakeholders
- Documentation and Records
- Maintain accurate and up-to-date corporate records, including board resolutions, minutes, and legal documents
- Provide training to employees and management on legal and compliance matters to enhance understanding and awareness.

Expected Competencies:

- Bachelor's degree in Law or a related field (Master's degree is a plus)
- Minimum of 5 years of experience as a Company Secretary; preferably in a commercial law-focused role
- Membership in relevant legal and professional organizations is advantageous
- In-depth knowledge of commercial law, corporate governance, and regulatory compliance

- Strong interpersonal and communication skills, with the ability to work effectively with cross-functional teams
- Proven ability to provide strategic legal advice to senior management and board members
- Excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously
- Proficiency in legal research, drafting legal documents, and contract negotiation.

APPLY NOW

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Follow the instructions to complete the online application form and submit with an updated CV and details of 3 referees with current contact details.

Full Position Description can be requested via email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 15 September 2023

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview