

POSITION DESCRIPTION

National Development Bank Limited

AM8044 - Company Secretary

NATIONAL DEVELOPMENT BANK LIMITED

The **National Development Bank Limited (NDB)**, wholly owned by the State of PNG, operates 19 branches around the country and lends to individual Papua New Guineans and indigenous businesses within the agriculture and Micro, Small & Medium Enterprise (MSME) sectors.

Applications are invited from qualified and experienced professionals for this Executive Management position based in Port Moresby.

COMPANY SECRETARY

The Company Secretary is responsible for convening and providing administration for Board and Annual General Meetings including producing agendas, taking minutes, conveying decisions and handling board meeting correspondence, providing legal, financial and/or strategic advice to the board during and outside of meetings.

Key Responsibilities:

- Ensure that the business discussed at meetings is accurately recorded in the minutes
- Confirm that meetings are called and held in the appropriate manner
- Monitor the practice of the board to ensure that policy and procedures are followed
- Provide accurate, relevant, and timely advice to the directors on a variety of legal topics that relate to the business sector and their products or services
- Prepare and send reports to the board
- Ensure that the company's financial reports and reports are properly maintained and registered
- Provide the board with advice on governance and regulatory matters
- Help induct new directors
- Facilitate the professional development of existing directors; and
- Update, implement, and maintain compliance policies and procedures for the company
- Ensure the boards meet all the respective legislation and reporting requirements applicable to them.

Expected Competencies:

- Bachelor's Degree in Law
- At least 15 years of experience in the legal and financial services industry or related industry
- Experience reporting with and interacting with Boards
- Working Knowledge of using Board Online reporting portal systems such as Diligent Boards would be desirable
- Demonstrated ability for maintaining strict confidentiality of all Board matters
- Development of legal contracts and strong legal risk management
- Knowledge of how value is created for clients
- Experienced in Corporate and Contract law
- Knowledge of the regulatory environment and relevant industry standards and practices
- Strong process orientation and an understanding of how process can interface with the company's core management activities
- Critical thinking skills and the ability to think strategically
- Ability to undertake effective analysis of large and diverse quantities of data and distil key points to assist management and the Board to analyse risk in each situation
- Exceptional interpersonal skills, incorporating oral and written communication and negotiating skills demonstrating the ability to interact effectively with others and influence outcomes

- Keen business acumen – sound business and financial judgment combined with problem solving abilities
- Ability to deal with a multitude of issues yet remain objective and be able to call issues, challenge and be direct when needed and have an active communication and knowledge sharing style.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Those who previously applied for the Head of Lending and Chief Operating Officer positions may re-apply.

Applications close COB Friday, 10th November 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