



Government of Sindh Transport & Mass Transit Department Sindh Mass Transit Authority



VACANCY ANNOUNCEMENT FOR SECRETARY BOARD

Applications are invited from qualified & experienced professionals having domicile of Sindh for the position of 'Secretary Board' purely on contract basis.

Functions and Duties:

- Issuance notice / minutes of meeting of the Board or any committee of the Authority;
- Ensure that Board procedure are followed and that all applicable laws and regulations are complied with efficiently, fulfill all requirements of Corporate Governance and Secretarial practice.
- Managing all matters relating to annual accounts and reporting; and
- Carrying out of all other matters and duties as directed by the Board and the Managing Director.

Qualification, Experience & Others:

- Experience Minimum 03 years of solid experience in a Company Secretarial role, preferably in a financial institution, experience of working in Public Sector Organization would be an added advantage.
- Education holding a Master's degree in Business Administration / Public Administration from a University recognized by HEC preferably member of a recognized institute of professional accountants; or member of a recognized institute of Corporate / Chartered Secretaries such as ICAP / ICMAP / ICSP.
- Good knowledge Company Laws, SECP Regulations and other relevant applicable laws of corporate governance.

General Conditions:

- Only shortlisted applicants will be contacted. The successful candidate will be offered a competitive-based package as per government guidelines.
- No TA / DA will be admissible.
- Maximum age limit 50 years at the time of applying.
- The authority reserves the right to cancel / postpone the process of recruitment for the said position at any stage without assigning any reason.
- Those already in government service are required to apply through proper channel.
- Eligible candidates may submit application by providing detailed CV and attested copies of testimonials within 15 days of publication of the advertisement on the below mentioned address or email.
- Appointment will be made purely on contract basis, renewable on satisfactory performance at the discretion of the appointing authority.
- The authority has zero tolerance for gender discrimination and has robust anti-harassment policy in place, with gender balanced and trained enquiry committee in place to address and resolve any such complaints.
- Females are encouraged to apply and they will be given leaves as per government policy

MANAGING DIRECTOR

Sindh Mass Transit Authority (SMTA)

D43 & D43/1, Block 2, Clifton, Near Bilawal Chowrangi, Karachi

Ph 021-99332207-8, Email: info.smta@sindh.gov.pk

POSITION:	Secretary (Board), SMTA
EMPLOYMENT TYPE:	Contract (Renewable subject to performance)
DUTY STATION:	Karachi
NO OF POSITIONS:	01
REPORT TO:	Board Members (SMTA)
SALARY PACKAGE:	Market based competitive salary package
MAXIMUM AGE LIMIT:	50 Years

OVERALL ROLE

The Secretary will ensure that Board procedures are followed, and that all applicable laws, rules and regulations are complied with.

FUNCTIONS & DUTIES

The major responsibilities of the Secretary shall include but not limited to:

- Responsible for compliance with the procedural requirements and formalities as stated in the Sindh Mass Transit Authority Act-2014, Sindh Civil Servant Act, 1973 and other applicable laws;
- Perform the duties and responsibilities of a Secretary as required by Sindh Mass Transit Authority Act, 2014, legislation or regulation; and
- Board and Committee meetings:
 - Managing all Board and committee meetings —coordinating, preparing and distributing Board/committee pre-read materials, meeting agendas, working papers, notifications, and minutes of the meeting for the Board and committees;
 - Attending Board and committee meetings — recording minutes highlighting Board and committee decisions and information items;
 - Reporting outstanding agenda items and ensuring information is provided to the Board/committee members in a timely manner;
 - Preparing all correspondence for the Board/committees including responses to enquiries or complaints directed to the Board/committees; and
 - Supporting the Chairman in performing his/her role, including the provision of appropriate briefing material;
 - Managing all matters relating to annual accounts and reporting;
- Carrying out all other matters and duties as directed by the Board and the Managing Director.

QUALIFICATION, EXPERIENCE & OTHERS

QUALIFICATION

The candidate shall be a person holding a Master's Degree in Business Administration / Public Administration from University recognized by HEC preferably member of a recognized institute of profession accountants; or member of a recognized Institute or corporate / chartered secretaries such as ICAP / ICMAP / ICSP.

EXPERIENCE

At least 3 years of solid experience in a Company Secretarial role, preferably Financial Institution, experience of working in public section organization would be an added advantage

CORE COMPETENCIES

Good knowledge of company laws, SECP Regulations and other relevant applicable laws of corporate governance.

METHOD OF RECRUITMENT

Direct Recruitment. Selection will be based on merit and competency. The Board reserves the right to remove the secretary board on unsatisfactory performance

Sindh Mass Transit Authority is committed to achieving workforce diversity in terms of gender and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.