STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Secretary

Code : STC 37

Salary : **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 67900 x 1900 - 75500 x 2250 – 86750**

Qualifications : A. By selection from among candidates who:

(i) Possess a degree in Law or Institute of Chartered Secretaries and Administrators (ICSA) professional qualification;

or

An equivalent qualification acceptable to the Corporation;

(ii) Reckon at least 5 years' post qualification experience in the capacity of Secretary or in a similar position;

(iii) have good organising and administrative skills; and

(iv) have sound interpersonal and communication skills.

Candidates should produce written evidence of all experience claimed.

Responsible : To be responsible to the General Manager for the efficient and effective management of the Corporations' Secretarial Section.

Duties : (1) To service the Board, Board Sub-Committee meetings and draft minutes;

(2) To advise Management on compliance and corporate governance requirements;

(3) To be responsible for:

(i) arrangements of meetings
(ii) the convocation of Boards members and other persons/parties to meetings; and
(iii) the keeping of minutes and records of the decisions and deliberations of the Board;

(4) To ensure the timely follow-up action of all decisions of the Board;

(5) To be the liaison officer between Management, the Board, public bodies as well as tenderers, both local and abroad, on all matters relating to tender procedures and contracts and to advise them accordingly;

(6) To prepare, issue and publish tender documents, expression of interest documents and notices;

(7) To advise on legal matters;

(8) To ensure that all Board's decisions and actions comply with/in line with legal requirements and the Corporation's by laws;

(9) To be responsible for the Administration Division, including the Confidential Registry;

(10) To assist in the design and content of the Annual Report, particularly in the areas of corporate governance and compliance;

(11) To monitor and supervise team members;

(12) To review employees' performance and contribution;

(13) To use ICT in the performance of his duties; and

(14) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Secretary in the roles ascribed to him.