

ZCCM-IH PLC
JOB DESCRIPTION

1.IDENTIFICATION SECTION

JOB TITLE : **Company Secretary**
JOB GRADE : **ZH 2**
DEPARTMENT : **Secretariat**

JOB PURPOSE:

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Board services	Provides secretarial services to the board and its committees.
Annual General Meeting	Arranges for the Annual General Meeting for the Company.
Annual Financial Statement	Ensures that a copy of the Company's annual financial statements are sent, in accordance with the Act, to every person entitled to it Certifies in the Company's annual financial statements whether the company has filed required returns and notices in terms of the Act, and whether all such returns and notices appear to be true, correct and up to date.
Board Induction	Assists in the proper induction, orientation, ongoing training and education of directors, including assessing the specific training needs of directors and executive management in their fiduciary and other governance responsibilities.
Board Evaluation	Assists the board with the yearly evaluation of the board and its individual directors. Coordinates the governance audit process.

REPORTING RELATIONSHIPS

- a) **Reports to:**
Board of Directors
Chief Executive Officer
- b) **Other Jobs Reporting to (a) above**

Chief Internal Audit Officer

a. Number and level of immediate subordinates:

Board Affairs Manager

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

Grade 12 Certificate

LLB, Chartered Accountant or Chartered Governance Professional

A Master's Degree in a Business-related field

Professional Membership

b) Minimum Relevant Pre-Job Experience:

Not less than 7 years' work experience at a senior Management level in a Company of similar size and with similar complexity. Should have high level experience in stakeholder management.

c) Skill Specifications:

- Computer knowledge
- Excellent written and oral skills
- High levels of Confidentiality
- Pay attention to detail
- Interpersonal skills
- Board Portal software management

d) Other Attributes (Personality Traits)

- Integrity
 - Excellence
 - Leadership
 - Relationship Management
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