

VACANCY- COMPANY SECRETARY

Bank of Baroda (Uganda) Limited invites applications for employment on **Contractual basis** from suitably qualified Ugandan Citizens willing to serve at Bank's Head Office, Kampala for the position of **COMPANY SECRETARY**. The role of a company Secretary is to ensure that the Bank adheres to and maintains a high standard of corporate governance practice in accordance with the Companies Act and the laws of Uganda. The position is subject to fit and proper test criteria by the Bank of Uganda.

Key Responsibility Areas:

- To facilitate effective management of Board affairs.
- To draw up the Annual Calendar for Board meetings.
- To ensure that the meeting Agenda and Board Packs are circulated at least seven days ahead of the scheduled meetings.
- To organize and send out notifications of Board meetings and meetings of Shareholders.
- To record and produce minutes of the Board, Board Committees, Annual General Meetings and Extraordinary Meetings.
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- To advise Directors and shareholders on the legal and governance implications of proposed resolutions.
- To ensure that resolutions are filed and registered with the relevant registries and communicated to the relevant persons.
- To ensure that the Board Charter and committee Terms of Reference are reviewed periodically for alignment with changes in the operating environment.
- Monitor changes in the shareholding of the SFI and maintain the shareholders' register.
- To provide guidance to the Board on its duties and responsibilities and on other matters of governance;
- To provide a central source of guidance on ethics and good governance;
- To ensure that the Board complies with its obligations under the law and the Company's Articles of Association;
- To assist the Chairperson of the Board in organizing the Board's activities;
- To assist the Chairperson and the Managing Director in setting the annual board plan;
- To conduct the induction process of Directors;
- To assist the Board with its evaluation exercise;
- To maintain and update the register of conflict of interest;
- To facilitate effective communication between BOBUL and the shareholders;
- To administer other strategic board level matters.
- To carry out other duties as may be assigned by the Board from time to time.
- The Company Secretary will keep in safe custody minutes of all Board meetings and written resolutions.
- The Company Secretary will circulate minutes of the Board meetings to all members of the Board soon after a Board meeting for any possible corrections.
- The Company Secretary will cause minute books and other registers to be kept in accordance with the provisions of the Companies Act

Qualification:

- 1) The applicant should hold a Bachelor's degree in Law from a recognized University Graduate.
- 2) A Master degree in law, Business administration, Public Administration, Diploma in Legal Practice from Law Development Centre (LDC) will be an added advantage.
- 3) The applicant must be an advocate of the high court or;
A qualified member of the Institute of Chartered Secretaries and Administrator or;
A member of the Institute of Chartered Public Accountants in Uganda.
- 4) He/she must possess computer literacy skills

Experience: Three years of post-qualification experience. Relevant professional experience in corporate law and /or governance in a financial institution.

Age: Preferably below -35- years. However, Management reserves the right for determining the age criteria even beyond -35- years keeping in view the experience / qualifications etc.

HOW TO APPLY: Typed applications with full Curriculum Vitae, names of two referees with self-attested photocopies of academic / professional / experience certificates, proof of age, postal address, e-mail ID & mobile number, etc. should be sent in sealed envelope to:- **The Executive Director, Bank of Baroda (Uganda) Limited, 18, Kampala Road, P.O. Box 7197, Kampala. OR**

Apply online by sending a Curriculum Vitae, academic certificates and other relevant documents to recruitment.uganda@bankofbaroda.com

CLOSING DATE: Applications complete in all respect should reach to above address on or before **8th November, 2023 by 17.00 p.m.**

NOTE:

1. Envelope containing application must be clearly marked "**Application for the post of "Company Secretary"**".
2. Only short-listed applicants will be contacted for selection process as decided by the Bank.
3. No communication will be sent to the applicants whose applications are not found suitable during the short-listing process.
4. The Bank reserves the right to reject / accept any application and to relax / alter any condition without assigning any reason.
5. The Bank reserves the right not to make any appointment as a result of the selection process.
6. The short-listed candidates will be subjected to personal interview.
7. Final selection will be subject to finding the candidate medically fit by Bank's Panel Doctor.
8. If any information with regard to Qualification, Age, Experience, background checks etc. provided by any applicant to the Bank is found to be false at any stage the Bank reserves the right to cancel his/her selection / appointment at any stage.