

COMPANY SECRETARIAL OUTSOURCED SERVICES

About our Company

Mhasibu Housing Company Limited (MHCL) was incorporated in April, 2009 as a fully owned subsidiary of Mhasibu Sacco Society Limited. Its main purpose was to offer affordable housing solutions to members of the Sacco and the public. The company is headquartered in Nairobi at Maendeleo House, Monrovia Street.

The Company seeks to engage a qualified individual to provide support to the company in corporate governance and secretarial services. The Company will have dual reporting lines: administratively to the CEO and functionally to the Board.

The Company Secretary will undertake his/her role on an outsourced part-time basis. However, the nature of the company functions and needs may demand the Company Secretary's availability both after office hours and weekends.

Duties and Responsibilities

The Company Secretary will support the Board of Directors to undertake the following duties, among other roles that the Board may assign him/her from time to time:

- a) Provide guidance to the Board on their duties and responsibilities.
- b) Arrange and manage the process of convening and conducting annual general or other general meetings and Board meetings.
- c) Assist the Board in carrying out the following:
 - i) Coordination of Board induction and trainings activities.
 - ii) Providing support and advice in the maintenance and updating company governance documents, including but not limited to documents, Board Charter, Committees' Terms of Reference and other governance instruments.
 - iii) Supporting the Board in preparation and implementation of Board's work plans and annual calendar activities.
 - iv) Advising the Board on implementation of effective Board and committees' evaluations.
- d) Ensure that all Board committees are properly constituted and have clear terms of reference.
- e) Be responsible for safe custody of the company seal and account to the Board for its use.
- f) Continually monitor and ensure compliance with relevant laws, statutory regulations, constitutive documents, internal policies, codes of governance and global best practices in corporate governance in the Company.
- g) Ensure that the procedure for directors' appointment, retirement, resignation or any other form of cessation is properly carried out.
- h) Ensure that statutory returns are promptly filed with the relevant authorities.
- i) Ensure effective management of meetings and records of the company.
- j) Ensure accurate recording of the general meetings and Board minutes and ensure that the minute books are properly maintained.
- k) Provide guidance and advice on good governance practice.
- l) Ensure that the recommendations arising from Board evaluations are considered by the Board in a formal Board meeting.

- m) Participate as a key member in corporate reorganizations and restructuring, including any disposals so that the interest of the company is protected, eg through proper due diligence.
- n) Maintaining the appropriate statutory registers and other governance registers, including Register of Members, Register of Directors and Secretaries, Register of Charges and Debentures, Register of Conflict of Interest and where applicable, Seal Register.
- o) Facilitate effective communication between the Company and the shareholders as well as with other key stakeholders.
- p) Prepare corporate governance statement for inclusion in the annual reports and accounts, and ensuring that the annual reports and accounts or interim statements (where applicable) are circulated to shareholders within the stipulated times.

Required Qualifications and Skills

The Candidate should meet the following minimum requirements:

- a) Be a member of the Institute of Certified Public Secretaries of Kenya in good standing and a with valid practising certificate. Membership of the Law Society of Kenya will be an added advantage.
- b) Possess a minimum 3 years work experience as a Company Secretary.
- c) Proficient in computer applications.
- d) Good interpersonal and communication skills.
- e) Ability to work under pressure and to meet deadlines.

How to Apply

If you meet the above qualifications, skills and experience send your CV and cover letter to info@mhasibuhousing.co.ke by 27th May 2022, 5.00pm

Only the shortlisted candidates will be contacted