
ZCCM-IH PLC

JOB DESCRIPTION

5.12.1 IDENTIFICATION SECTION

JOB TITLE : **Board Affairs Officer**

GRADE : **ZH4**

DEPARTMENT : **Company Secretarial**

5.12.2 JOB PURPOSE:

To provide secretarial services to Management Committees and assist the Board Affairs Manager with corporate actions within the Company Secretarial Directorate

5.12.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Secretarial Services	<ul style="list-style-type: none">• Provides Company Secretarial services to Management committees, Assets Disposal Committee and ZCCM Trust Fund. This includes organising meetings and transcribing minutes of the meetings, filing and retrieving documents in a timely manner.• Prepares documents for all Management Committees, Assets and ZCCM Trust Fund before meetings and follow up Management actions after every meeting.• Develops and update Management Action Matrix on a regular basis.• Collates and files departmental monthly and quarterly reports.•
Statutory Compliance	<ul style="list-style-type: none">• Maintains and updates all statutory registers.• To attend to matters on PACRA filings, SEC filings, LuSE filings, Euronext Filings and London Stock Exchange.• Assists with the preparation of holding of general meetings.

Contract Management	Assist in procurement and contract management relating to: <ul style="list-style-type: none"> • local transfer secretaries • London Stock Exchange registrars • local stockbrokers • Euronext paying agents • Printers • Insurance • Other consultancy contracts on corporate actions
Shareholder Matters	<ul style="list-style-type: none"> • Maintain Liaison on shareholder matters of ZCCM-IH e.g. share transfers, transmission etc • In liaison with Corporate Affairs Department, provide responses to routine shareholder queries
	<ul style="list-style-type: none"> •
Document Retention	<ul style="list-style-type: none"> • Ensure proper filing of documents including Management Committee Papers, Management Investment Committee, Trust Fund, Asset Disposal Committee
Other	<ul style="list-style-type: none"> • Any other duty assigned to them within the Directorate

5.12.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Board Affairs Manager
- b) **Other Jobs Reporting to (4a) above:**
Nil
- c) **Number and level of immediate subordinates:**
Nil

5.12.5 ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

- a) **Required Qualification:**

Five (5) "O" Levels
Bachelor of Law Degree (LLB), Bachelor of Accountancy or Chartered Governance Professional Professional membership
- b) **Minimum Relevant Pre-Job Experience:**

3 years' work experience in a similar position in a busy and complex work environment. Exposure to a listed company.

Skill Specifications:

- Excellent report writing skills
- Communication skills
- Analytical thinking
- Presentation skills
- Paying attention to detail
- Computer skills

Other Attributes (Personality Traits)

- Integrity
 - Excellence
 - High levels of confidentiality
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