

POSITION DESCRIPTION



COMPANY SECRETARY

Position No.	MEL10-2025
Vacancy Type	Internal & External
Classification	MI 4
Salary	Rs 55,000 to Rs 100,000
Employment Type	Contract
How to Apply	<p>Online applications are preferred.</p> <p>For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Ltd Richelieu Branch Road Richelieu 71625</p> <p>The envelope or the title of the email should be clearly marked. "COMPANY SECRETARY".</p>
Position deadline	<p>08 May 2025 at 15h00</p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>

Job Title:
Company Secretary

Reporting Line:
Board of MEL

Function/Division:
Corporate

Location:
Phoenix/Richelieu

Qualifications:

Candidates shall have the following attributes:

- (a) a law practitioner, a qualified auditor, a member of the Institute of Chartered Secretaries and Administrators of the United Kingdom or a member of the Chartered Institute of Management Accountants of United Kingdom; or

(b) a member of:

- (i) the Institute of Chartered Accountants in England and Wales;
- (ii) the Institute of Chartered Accountants of Scotland;
- (iii) the Institute of Chartered Accountants of Ireland;
- (iv) the Association of Chartered Certified Accountants;
- (v) the Institute of Chartered Accountants of India; or
- (vi) the South African Institute of Chartered Accountants, and is licensed under section 33 of the Financial Reporting Act.

(C) Having proven experience as Company Secretary

Duties & Responsibilities:

1. Responsible for keeping Statutory Records The safe-keeping and updating of the following statutory books and records of the Company.
 - Constitution of the Company
 - Copy of Board of Directors' meetings minutes book
 - Register of Directors and Secretary
 - Register of Directors' Interests
 - Register of charges & Debentures
2. Compliance - Filing of documents with Regulatory Bodies
 - The filing of the company's annual financial statements with the Registrar of Companies within the prescribed time limit.
 - The filing of the Annual Return/ No Change Return within the prescribed time limit with the Registrar of Companies (ROC).
 - Filing statutory returns and forms with the relevant authorities, as required; i.e. the Registrar of Companies, the Financial Reporting Council, etc.
 - Payment of Annual Registration Fees to the ROC
3. Administrative Services
 - Preparing, circulating, and ensuring that the Directors' written resolutions are signed by all directors.
 - Preparation of Secretary's certificate for inclusion in the Audited Financial Statements.

- Liaising with the auditors and provide them with all necessary information they may require.
- Liaising with regulators and authorities whenever required i.e., Registrar of Companies, Financial Reporting Council, Registrar-General, etc.
- Certify copy of company's documents.
- Approval of loans/banking facilities granted to the Company.
- Opening of additional bank accounts.
- Changes in bank signatories

4. Board Meetings/ Sub Committee Meetings

- Attending Board Meetings and Sub- Committee Meetings of the Company.
- Preparing agenda with Chairman and Board papers with Management or any office designate for the organization of meetings one month prior to meeting.
- Ensuring that one week before meeting the notice, agenda and board/committee paper are sent to directors and attendees.
- Attending the meeting and take the minutes of proceedings of the meeting.
- Send a draft of the minutes to the Chairman or any officer designate to vet the minutes 5 days after the meeting.
- Providing the Board of Directors with guidance as to its duties, responsibilities, and powers.

5. Corporate Governance

- Ensuring that the eight principles of the Code of Corporate Governance are implemented.
- Ensuring that all documents which are requested by the code to be put in place have been approved by the Board.
- Ensuring that the Corporate Governance Report is filed with the Financial Reporting Council.

6. Other Services (Upon Mutual Agreement)

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.

Date: 23 April 2025