



Natural Kenyan Sweetness

## **1. COMPANY SECRETARY**

Responsible for ensuring MSC's compliance with the standard of legal regulations and corporate governance are maintained through Provision of Board Secretarial services, Legal advice, and legal compliance with regards to operations,

### **KEY RESPONSIBILITIES**

- Provide high quality, professional Board secretarial and legal support to enhance the administration of our governance function and ensure compliance with Articles of association and relevant statutory obligations.
- Efficient administration of the Company, particularly with regard to ensuring compliance with statutory and regulatory requirements and ensuring that decisions of the Board of directors are implemented
- Act as the legal custodian and use of MSC's Company seal, legal documents, board and Board Committee minutes, maintain statutory registers including the shares register and periodically file returns with registrar of Companies, Capital Markets Authority and Nairobi Securities Exchange
- Convene and conduct Annual General Meetings (AGMs) in accordance with the law
- Provide legal advisory services to all areas of the business with regard to contracts, Compliance, procurement, securities regulatory and other areas of potential risk to the business.
- Establish efficient and effective insurance policies to protect MSC's assets and earnings at the least cost possible
- Ensure all Company Contracts and agreements safeguard MSC's interest and protect the Company from contractual risks.

### **QUALIFICATIONS**

- Bachelor's Degree in Law (LLB) from a recognized University
- A Master's Degree in Law, Business and or a related field
- A post Graduate qualification in Law from the Kenya School of law
- An advocate of the High Court of Kenya
- Valid Membership to the Law Society of Kenya
- Certified Public Secretary of Kenya CPS (K)
- Valid Membership to the Institute of Certified Public Secretaries of Kenya (ICPSK)
- Minimum ten (10) years' experience with at least five (5) years spent at senior management level preferably in a manufacturing Organization
- Understanding of the workings of Capital Markets Authority and Nairobi Securities Exchange is an added advantage

Applications enclosing cover letter with copies of certificates, testimonials, national identity card and a detailed CV indicating day-time telephone contact, e-mail, names and addresses of three referees should be addressed to:

**The Chief Executive Officer,**                    or  
**Mumias Sugar Company Limited,**  
**P.O Private Bag,**  
**MUMIAS**

**The Chief Executive Officer,**  
**Mumias Sugar Company Limited,**  
**Nairobi Office,**  
**Top Plaza, Ground Floor,**  
**Kindaruma Road, Off Ngong Road,**  
**P.O Box 57092 - 00200,**  
**NAIROBI**

The application should be sent by **post, courier or email to be received not later** than 5:00 pm on 28<sup>th</sup> February, 2018. The email address is [jobs@mumias-sugar.com](mailto:jobs@mumias-sugar.com)

*Mumias sugar Company is an equal opportunity employer*