

CENTRAL ELECTRICITY BOARD

Job Title	Corporate Secretary
<p data-bbox="237 359 578 390"><u>Duties and Responsibilities</u></p> <ul data-bbox="285 411 1425 1371" style="list-style-type: none"><li data-bbox="285 411 1425 558">• Provide corporate secretarial services to the Central Electricity Board incorporated under the Central Electricity Board Act and to such portfolio of companies, including CEB (Green Energy) Limited, CEB (Facilities) Limited and CEB (Fibrenet) Limited, etc.. as the Board may direct.<li data-bbox="285 590 1425 621">• Act as focal point in the future plan for the corporatisation of the Central Electricity Board.<li data-bbox="285 653 1425 726">• Ensure compliance with legal requirements and, as far as may be, to the Code of Corporate Governance.<li data-bbox="285 758 1425 789">• Administer the corporate, legal and regulatory matters of the Board.<li data-bbox="285 821 1425 852">• Prepare agenda for and take minutes of all Board and other corporate meetings.<li data-bbox="285 884 1425 915">• Act as point of contact between the parent ministry and the Board.<li data-bbox="285 947 1425 1020">• Guiding and advising the Chairman and the Board on relevant legislation including regulations, ethics and good governance.<li data-bbox="285 1052 1425 1083">• Liaise and follow-up with relevant regulatory authorities<li data-bbox="285 1115 1425 1230">• Compile a report on Board matters for auditing purpose to include compliance, number of meetings attended, how many meetings occurred during the year, governance issues, etc. and conduct Board performance evaluation on a quarterly basis.<li data-bbox="285 1262 1425 1293">• Assisting in preparation of annual report .<li data-bbox="285 1325 1425 1356">• To perform such other cognate duties as may be assigned by the Board.	