

POSITION DESCRIPTION

Motor Vehicles Insurance Limited

AM3703 - Company Secretary

Our client, **Motor Vehicles Insurance Limited (MVIL)** is Papua New Guinea's Compulsory Third-Party Motor Vehicle Insurance provider with 23 branches throughout PNG. MVIL provides insurance cover to owners and drivers of motor vehicles against legal liability claims made by third parties for bodily injury and/or death arising out of motor vehicle accidents. The insurance was made compulsory by law under the Motor Vehicles (Third Party Insurance) Act amended to act as Compulsory Third Party Insurer of all motor vehicles in Papua New Guinea.

MVIL is seeking applications from **exceptional candidates** for this critical position.

The **Company Secretary** reports to the Chief Executive Officer.

Key Responsibilities:

- Provide legal and secretarial advice on compliance matters to MVIL Board and including Committee and Sub-Committees
- Attend Board meetings to provide secretarial and legal services to the Board
- Participate in the accurate preparation and circulation of meeting minutes and reports for meetings
- Provide general legal advice for court attendance
- Liaise with external lawyers on litigation matters
- Securely maintain accurate minutes of all Board and other meetings
- Report all deviations to MVIL Board decisions and make recommendations
- Develop and implement policies and procedures to ensure matters of ethical compliance are maintained
- Assist to administer corporate governance policies
- Document all formal decisions affirmed by meetings of Shareholders, MVIL Board and Management
- Monitor formal decisions at such meetings to ensure compliance
- Initiate legal briefings and representations as required, including drafting legal documents
- Review documents for legal implications and provide advice to Management
- Coordinate dispute resolution
- Ensure that there is adequate legal representation at litigation/court cases
- Maintain awareness of the legal and regulatory environment in which the MVIL operates
- Improve teamwork through communication with relevant MVIL employees and external clients.

Expected Competencies:

- Degree in Law essential, preferably with Post Graduate qualification
- Possess Law Practicing Certificate
- Be a member of the PNG Law Society
- Must have minimum 5 years work experience in a similar role, preferably in commercial litigation
- Excellent knowledge of the legal framework (corporate and commercial law)
- Superior relationship management, networking and interpersonal skills
- Ability to ensure confidentiality in processing information absolutely essential
- Proven integrity and sound ethical behaviour
- Excellent business writing and oral communication skills
- Introduce a high level of analytical and conceptual thinking
- Proficient in Microsoft Office Applications
- Apply a high level of attention to detail at all times
- Ability to work independently and under pressure

Applications close COB Friday 19th October 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview