

Corporate Secretariat Manager

To support its continued growth, InfraCo Asia is actively seeking applicants for a **Corporate Secretariat Manager** role, based in Singapore. As part of the Executive Management Team, the Manager will be instrumental to InfraCo Asia's mission, which is to catalyse the private sector investments needed to bridge the infrastructure gap in Asia's emerging and frontier markets.

This is a unique opportunity to join a dynamic infrastructure investment and development organisation, with a solid track record of creating bankable and sustainable infrastructure projects that have a high development impact on people, planet and regional economies. The role offers international exposure and excellent development opportunities and is ideal for a highly-driven individual who is comfortable in a fast-paced environment.

About InfraCo Asia

InfraCo Asia Development Pte. Ltd. (InfraCo Asia) is a commercially managed infrastructure development and investment company of the Private Infrastructure Development Group (PIDG). Headquartered in Singapore, InfraCo Asia catalyses greater private sector investment in infrastructure across South and Southeast Asia by providing funding and development expertise.

InfraCo Asia funds early-stage development activities to realise socially responsible and commercially viable infrastructure that contributes to sustainable and inclusive economic growth. InfraCo Asia is currently funded by four members of PIDG – the governments of the United Kingdom, the Netherlands, Switzerland and Australia.

More information about InfraCo Asia's model and approach can be found at www.infracoasia.com and www.pidg.org. View InfraCo Asia's brand video here: bit.ly/IAD10.

Position Summary

Reporting to the Director, General Counsel, the **Corporate Secretariat Manager** will be an integral part of the Legal and Compliance team, and part of InfraCo Asia's Executive Management Team (EMT) based in Singapore. This is an exciting opportunity for an experienced corporate secretariat specialist to establish and operationalise a centralised in-house group corporate secretariat function to achieve greater efficiencies and control for InfraCo Asia's business and its interests in a diversified portfolio of local and international SPVs and project companies across South and Southeast Asia.

The Corporate Secretariat Manager will be responsible for the creation of a framework of robust corporate secretarial compliance, filing and tracking, and the supervision of outsourced company secretaries. Acting as a subject-matter expert, the Manager will provide guidance and advice to the EMT, project and Developer teams. The Manager will also play a hands-on role in the review and management of corporate resolutions, reporting, filing, administration and compliance matters for InfraCo Asia's group companies and projects.

The position requires a qualified Company/Chartered Secretary or Corporate Lawyer with a demonstrated track record and interest in corporate secretariat management. This is an ideal position for someone who is knowledgeable of all aspects of company maintenance and governance laws of Singapore with a good familiarity of company laws across South Asia and/or Southeast Asia.

Requirements and Attributes

- Minimum ICSA (Institute of Chartered Secretaries and Administrators) qualified Chartered Secretary or holds an LLB degree or equivalent with 7 to 10 years relevant working experience;
- Singapore ACRA registered qualified individual to act as company secretary mandatory;
- Strong hands-on demonstrated and relevant experience in group corporate secretarial and corporate entity management, particularly within cross-border environments and investment structures; exposure to emerging markets' risk and compliance issues with knowledge in investment companies and cross-border investments and international corporate structuring will be a strong plus;
- Demonstrated experience in initiating, leading and managing establishment and operationalization of a centralized group corporate secretariat function and management of the company secretariat aspects for overseas entities (via management and consolidation of overseas company secretary providers). Experience in establishing processes, policies and protocols from the ground-up;
- Experienced in drafting corporate resolutions and reviewing of documentation to ensure corporate resolution is aligned with each transaction or governance matter, as appropriate;
- Focus on legal, compliance and commercial risks proactively vs reacting to situations. Ability to thrive while working in a team environment, learn and contribute; with a passion for improving the business and filing and administration processes is paramount;
- Ability and willingness to work collaboratively with the EMT, take-on responsibility and take initiative to problem solve, improve processes and identify areas for early-stage attention, mitigation and resolution from a compliance and reporting perspective;
- Demonstrated ability to assist on and undertake role(s) related to corporate compliance, active monitoring, data privacy aspects and processes advantageous;
- Tenacious 'champion' for reporting and compliance ability to handle third-parties whom InfraCo Asia is working with or providing funding to; able to anticipate problems and manage risks effectively; strong interpersonal skills and ability to interact with, gain credibility and respect of all internal and external stakeholders;
- Excellent MS Word, Excel, and PowerPoint skills;
- Good working level comfort in written and spoken English and ability to communicate with persons and parties across cultures and borders;
- Preference for individuals with strong ties to Singapore and the region;
- Strong appreciation and passion for PIDG and InfraCo Asia's mandate with a strong work ethic and desire to work in a fast-paced and demanding environment essential.

Interested applicants, please send your detailed, updated resume to careers@infracoasia.com by **10 September 2021**. All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted.

Thank you for your interest in InfraCo Asia.