



Startup Bangladesh Limited

Bangladesh Computer Council

Information and Communication Technology Division

Government of the People's Republic of Bangladesh

ICT Tower (1st Floor), Plot: E-14/X Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Email: info@ startupbangladeshvc.gov.bd, Web: www.startupbangladeshvc.gov.bd



JOB OPPORTUNITY

Startup Bangladesh Limited is a venture capital company wholly owned by ICT Division, The Government of Bangladesh.

Position: Company Secretary

Description: Provides guidance re: corporate governance and ensures that the Company complies with legal and regulatory requirements. Supports Managing Director and relevant teams in coordination of the Board meetings and ensures all governmental protocols are maintained and followed in day to day operations of the Company.

Report to: Managing Director and CEO

PRINCIPAL JOB ROLE/ACCOUNTABILITIES

- Plan and organize AGMs/Board meetings/EC meeting;
- Perform AGM/EC/Board meeting related tasks such as circulating agendas and other documentation to relevant stakeholders within the required time limits, as well as, produce accurate minutes of Board meetings, resolutions and handle communications and other matters flawlessly;
- Effectively partner up other Divisions especially Corporate Compliance to ensure flawless regulatory compliance;
- Effective collaboration with regulators, ministries and relevant stakeholders;
- Stay up to date with any regulatory or statutory changes and policies that might affect the organization;
- Ensure all policies including disaster recovery plan (DRP) is up to date and tested through yearly drills;
- Support Managing Director and Board on special projects on as needed basis;
- Act as a point of contact and build good relationships with Division team leads and Board Members and other stakeholders/shareholders and satisfy their all sort of queries;
- Implement processes or systems to help ensure good management of the organization or compliance with legislation;
- Ensure accurate and timely reporting.

Job Requirements:

- Strategic thinking, diplomacy and proactive attitude;
- Ability to manage and work well with external and internal team members;
- Technology-savvy and readiness for new technologies;
- Basic understanding about the startup ecosystem/private equity/VC - locally/regional/global;
- Highest ethical and professional standards in all aspects;
- Experience on secretarial practice to deal with notice, agenda, resolution, minutes of a meeting;
- Excellent communication skills- written and verbal/electronic media/government office communications protocols etc.;
- Knowledge on companies Act, copyright and IP, protocols of different Ministries especially Finance, Legislative, Planning and Cabinet Division;
- People manager and a strategic leader;
- Discretion and diplomacy;
- Meticulous attention to detail;
- Excellent organization and time management;
- Flawless execution.

Minimum Education required:

- Graduation in business studies/law/engineering;
- Must have substantive work experience in government office especially as a liaison in different Ministries, RJSC, Copyright/Patent/IP agencies etc.
- Knowledge about startup ecosystem - local and regional will be given preference.

Years of Experience: 10+ years of progressively responsible business experience in MNC, government agencies and/or relevant industry.

Location: Dhaka, Bangladesh.

Compensation: Commensurate with experience.

Application Procedure: Interested candidates may apply with detailed CV including a cover letter sending email to **info@startupbangladeshvc.gov.bd** by **07/10/2020** mentioning subject as 'Application for the position of Company Secretary' drawing Attention of Tina F. Jabeen, Managing Director and CEO.

Date: September 23, 2020

Memo: 56.01.0000.043.11.010.20-22

Tina F. Jabeen
Managing Director & CEO