

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
EXECUTIVE SECRETARY TO CHAIRMAN/CEO	<ul style="list-style-type: none"> Professional qualifications in Secretariat practices or minimum 15 years' experience in handling a similar work scope 	<ul style="list-style-type: none"> Professional qualifications in Secretariat practices with 08 years' experience or minimum 15 years' experience in handling a similar work scope 	<ul style="list-style-type: none"> To provide administrative services including diary management, booking meetings, planning events, and prioritizing emails for the Chairman/CEO To coordinate Board/Sub Committee papers and documentations required for the Board/sub-committee meetings To coordinate, attend and take minutes for the Chairman' s/CEO' s meetings Prepare correspondence on behalf of Chairman/CEO, including drafting of general replies Ensure gusts meetings with Chairman/CEO is well looked after