



RECRUITMENT OF A COMPANY SECRETARY TO ICTA (ICTA/GOSL/SER/NS/2025/01)

Are you a seasoned professional with expertise in company secretarial duties and compliance with Sri Lankan regulations? The Information and Communication Technology Agency of Sri Lanka (ICTA), a duly incorporated private limited company under the Companies Act No. 07 of 2007 and operating as a State-Owned Enterprise (SOE), is seeking a **dynamic Senior Company Secretary**. This pivotal role will serve as the primary point of contact for ensuring effective governance and compliance, overseeing secretarial tasks, and upholding adherence to regulatory standards and best practices.

Key Responsibilities

Governance and Board Support

- Act as the principal advisor to the Board of Directors on governance best practices, regulatory compliance, and statutory obligations.
- Prepare, organize, and manage Board and committee meetings, including drafting agendas, distributing materials, and recording accurate minutes.
- Ensure compliance with applicable laws, regulations, and the organization's governance framework.
- Monitor Board and management decisions to ensure alignment with statutory and regulatory requirements.

Legal and Regulatory Compliance

- Ensure timely submission of statutory filings and maintain corporate records as mandated by the Companies Act.
- Provide legal and regulatory advice to the Board and senior management on critical decisions.
- Serve as the liaison between the organization and regulatory authorities, ensuring compliance with audit, tax, and legal obligations.

Policy Development and Implementation

- Assist in drafting and maintaining corporate governance policies, codes of conduct, and compliance programs.
- Lead initiatives to promote good governance and enhance the organization's corporate image.
- Stay informed about changes to legal and regulatory requirements, providing strategic advice to management.

Records Management and Reporting

- Maintain and safeguard corporate documents, including shareholder, director, and contract registers.
- Oversee the preparation of the annual report, including governance disclosures.
- Coordinate the preparation and submission of reports to government bodies, regulators, and stakeholders.
- Ensure all records are handed over to a nominated individual upon the Chairman's request.

Stakeholder Communication

- Act as the primary point of contact for Board members, shareholders, regulators, and other stakeholders.
- Facilitate effective communication between the Board, management, and external stakeholders.
- Represent the organization in official capacities when required.

Qualifications and Experience

- Bachelor's Degree in Law, Corporate Governance, Business Administration, or a related field. Professional qualifications (e.g., ICSA, Chartered Secretary, or equivalent) are highly desirable.
- Minimum of 10 years of experience in a similar role, preferably within the public sector or an SOE environment.
- Strong knowledge of corporate governance principles, laws, and regulations applicable to SOEs.
- Proven experience managing Board processes and ensuring statutory compliance.

Skills and Competencies

- **Analytical Skills:** Proficient in interpreting and applying legal and governance standards.
- **Communication:** Exceptional written and verbal communication abilities.
- **Attention to Detail:** High accuracy in managing records and legal documentation.
- **Leadership:** Demonstrated ability to lead governance initiatives and influence stakeholders effectively.
- **Discretion and Integrity:** Commitment to professionalism and confidentiality.

Application Process

(a) Interested candidates are informed to download the relevant document from the Website of Information and Communication Technology Agency (www.icta.lk/resources/procurement) Detailed CV/Company profile emphasizing the conducted similar nature assignments must be attached. A Completed documents must be submitted to the procurement division of ICTA no later than 2.PM on **17th January 2025**.

Join us in ensuring compliance, promoting governance excellence, and contributing to ICTA's mission!

Chairman,
ICTA of Sri Lanka,
No 490, R.A.De Mel Mawatha,
Colombo 03.

**RECRUITMENT OF A COMPANY SECRETARY TO ICTA
A/GOSL/SER/NS/2025/01)**

Price Schedule

(This should fill and attached with Quotation submission form)

Cost Component	Months	Monthly rate(without VAT)	Per Month Rate (without VAT) in LKR
Fee (all inclusive)	06		

Amount in words.....
.....

We agree with the payment terms and paying up on the Satisfactory of service along with original bills.

NIC No/BR Number
:.....

Signature of the applicant :.....

Name of the Applicant (company/individual) :.....

Address :

Contact details: Tel/mobile..... email:

Date :

APPLICATION SUBMISSION FORM

**RECRUITMENT OF A COMPANY SECRETARY TO ICTA
(ICTA/GOSL/SER/NS/2025/01)**

Date:

To: **Chairman
Information and Communication Technology Agency of Sri Lanka
490, R A De Mel Mawatha, Colombo 03.**

I/We, the undersigned, declare that:

1) We have examined and have no reservations to the ToR and other terms and conditions of recruitment of a company Secretary to the ICTA.

The total price of our service for six months **excluding VAT** offered is:
..... *(price in words :-*
.....
.....
.....)

(b) This letter office shall be valid for the period of 60 days from the date of submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(c) Detailed CV/Company profile emphasizing the conducting similar nature assignment are attached using the format provided.

(d) We understand that this offer, together with your written letter of acceptance, shall constitute a binding contract between us.

(e) We understand that you are not bound to accept the lowest evaluated quotation or any other offer that you may receive.

Signature of the applicant:

Name of the applicant:

Address of the applicant:

Company Seal (if relevant)

Dated:

Terms of Reference (TOR)

Company Secretary for ICTA (ICTA/GOSL/SER/NS/2025/01)

Company Secretary to the Board of Directors of ICTA

The Company Secretary will serve as the primary point of contact for ensuring effective governance and compliance within the State-Owned Enterprise (SOE): Information Communication Technology Agency of Sri Lanka (ICTA). This role involves providing professional guidance to the Board of Directors and senior management on corporate governance, legal, and regulatory matters while ensuring all statutory obligations are met. The Company Secretary will act as the custodian of corporate records and facilitate communication between the Board, management, and external stakeholders.

Key Responsibilities

Governance and Board Support

1. Act as the principal advisor to the Board of Directors on governance best practices, regulatory compliance, and statutory obligations.
2. Prepare, organize, and manage all Board and committee meetings, including drafting agendas, distributing meeting materials, and recording accurate minutes.
3. Ensure compliance with applicable laws, regulations, and the SOE's governance framework.
4. Monitor Board and management decisions for compliance with statutory and regulatory requirements.

Legal and Regulatory Compliance

1. Ensure timely submission of statutory filings and maintain all corporate records as required under relevant laws, e.g., Companies Act.
2. Provide legal and regulatory advice to the Board and management on critical decisions.
3. Act as the liaison between the organization and regulatory authorities, ensuring compliance with audit, tax, and legal requirements.

Policy Development and Implementation

1. Assist in drafting and maintaining corporate governance policies, codes of conduct, and compliance programs.
2. Lead initiatives to promote good governance and enhance the organization's corporate image.
3. Stay updated on changes to legal and regulatory requirements affecting the organization and provide strategic advice accordingly.

Records Management and Reporting

1. Maintain and safeguard corporate documents, including the register of shareholders, directors, and contracts.
2. Oversee the preparation of the annual report, including corporate governance disclosures.
3. Coordinate the preparation and submission of reports to government bodies, regulators, and stakeholders.

Stakeholder Communication

1. Act as the point of contact for Board members, shareholders, regulators, and other key stakeholders.
 2. Facilitate effective communication between the Board, management, and external stakeholders.
 3. Represent the organization in official capacities when required.
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Qualifications and Experience

1. Bachelor's Degree in Law, Corporate Governance, Business Administration, or related field. Professional qualifications (e.g., ICSA, Chartered Secretary, or equivalent) are highly desirable.
 2. Minimum 10 years of experience in a similar role, preferably in a public sector or SOE environment.
 3. Strong knowledge of corporate governance principles, laws, and regulations governing SOEs.
 4. Proven experience in managing Board processes and statutory compliance.
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Skills and Competencies

- **Strong Analytical Skills:** Ability to interpret and apply laws, regulations, and governance standards effectively.
- **Excellent Communication:** Strong written and verbal communication skills to interact with diverse stakeholders.
- **Attention to Detail:** Accuracy in managing statutory records and legal documents.
- **Leadership:** Ability to lead governance initiatives and influence stakeholders.
- **Discretion and Integrity:** High level of professionalism in handling sensitive information.

Curriculum Vitae (CV) Format
(in the case of the company a detailed company profile need to be attached)

Company Secretary

(ICTA/GOSL/SER/NS/2025/01

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title	Company Secretary
Name of Consultant:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	

Qualifications and Experience:

{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Skills and Competencies:

Explain skills & competencies that you have about the assignment.

Employment/Assignment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, Contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information for references	Address	Summary of activities performed relevant to the Assignment
<i>{e.g., May 2023-present}</i>	<i>{e.g., Ministry of, Advisor/Consultant to... For references: Tel...../e-mail.....; Name, Designation}</i>		
<i>{e.g., From Jan 2020to May 2010}</i>			

List memberships in Professional Associations and Publications:

Language Skills *(indicate only languages in which you can work):*

Adequacy for the Assignment: (attach separate sheet for each assignment/Job)

Description	Specify general detail about the job/assignments
Name of the company/Assignment including client contact details	
Provide detail about the tasks performed/ / Assignment conducted	
Time duration	
Charged Price /Value of the assignment	
Deliverables	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned deliverables
Governance and Board Support	
Legal and Regulatory Compliance	
Policy Development and Implementation	
Records Management and Reporting	
Stakeholder Communication	

Note: Attach separate page for each assignment

Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Consultant

Signature

Date