



سولوسي لجوروتراين، لوكيستيك دان لاتيهن بروني  
Brunei Engineering, Logistics and Training Solutions

Job Title	Head of Corporate Governance Department
Reports to	Chief Executive Officer
Department/Unit	Corporate Governance Department

**Roles & Responsibilities, not limited to:**

- **Corporate Governance Strategy:** Develop and execute a comprehensive corporate governance strategy that enhances the company's performance, transparency, and accountability.
- **Policy Development:** Create, update, and maintain corporate governance policies and procedures, ensuring they adhere to regulatory requirements and best practices.
- **Board Support:** Provide support to the Board of Directors, facilitating effective board meetings, ensuring compliance with governance principles, and maintaining accurate records of board activities.
- **Compliance Management:** Oversee compliance with relevant laws, regulations, and stock exchange rules, ensuring the company's adherence to governance standards.
- **Shareholder Engagement:** Manage relationships with shareholders, proxy advisors, and institutional investors, addressing their concerns and ensuring their interests are considered.
- **Ethics and Integrity:** Promote a culture of ethics and integrity within the organization, emphasizing the importance of ethical conduct at all levels.
- **Risk Management:** To ensure to mitigate governance-related risks, working closely with legal and compliance teams.
- **Training and Awareness:** Provide training and awareness programs on corporate governance to employees and directors, fostering a governance-conscious culture.
- **Corporate Secretary Functions:** Fulfill corporate secretary duties, including maintaining corporate records, managing stockholder relations, and ensuring compliance with corporate bylaws and articles of incorporation including resolutions.
- **Stakeholder Communication:** Effectively communicate the company's governance policies and practices to internal and external stakeholders.

**Job Requirements: (Minimum Education/Qualifications & Experience requirement)**

- Bachelor's degree in business, law, finance, or a related field. A master's degree or professional certification in corporate governance is a plus.
- Proven experience in corporate governance, with at least ten (10) years in a leadership role.
- Strong understanding of relevant laws, regulations, and governance principles.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with cross-functional teams and at all levels of the organization.
- Exceptional problem-solving and analytical abilities.
- High ethical standards and a commitment to upholding corporate integrity.
- Strong project management skills and attention to detail.