



*Building for the Future*

**Terms of Reference for Company Secretary/Legal Officer**

Job Title	Company Secretary/Legal Officer
Qualification	B.A., LL.B. and PGDNL or law graduate from Jigme Singye Wangchuck School of Law
Skills	<ul style="list-style-type: none"> <li>● Excellent Interpersonal skills</li> <li>● Strong verbal/written communication</li> <li>● Proficiency in Microsoft Office Software</li> <li>● Possess excellent time-management and organizational skills</li> <li>● Acceptable to work beyond working hours to meet the deadline</li> </ul>
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> <li>● Grade VII</li> <li>● Basic Pay for Grade VII – Nu. 30,985.00 per Month</li> <li>● Corporate Allowance - 20% on Basic Pay</li> <li>● Fixed Allowance - 30% on Minimum Basic Pay Scale</li> <li>● PVBA/Bonus as per PMS</li> <li>● Other perks and benefits will be as per the Service Rule of the Company</li> <li>● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul>
Type of employment	Regular
Report to	Chief Executive Officer for administrative reporting Board for functional reporting
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<p><i>Board Affairs</i></p> <ul style="list-style-type: none"> <li>● Prepare Board Meeting agenda in consultation with the Chairman and Chief Executive Officer of the Company, and coordinate and attend Board Meetings.</li> <li>● Draft, finalize and maintain record of the Board Meeting Minutes.</li> <li>● Communicate the Board decisions to concerned division/unit heads and report actions taken on important Board decisions to the next Board for additional directives/further deliberation/to update the status.</li> <li>● Act as custodian of the important documents of the Company</li> </ul> <p><i>Compliance Requirements</i></p> <ul style="list-style-type: none"> <li>● Meet the compliance requirements under the Corporate Governance Code</li> <li>● Meet the statutory compliance requirements under the Companies Act and updating of other important documents required for Company's business as a going concern from the regulatory authorities.</li> <li>● Maintain statutory registers of the Company</li> </ul> <p><i>Legal services</i></p>

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)  
DZONGKHAG: SAMTSE, BHUTAN

Phuentsholing Depot Tel: 00975-5-252885; Gelephu Depot Tel: 00975-6-251605; Samdrup Jongkhar Depot Tel: 00975-7-251790

[www.pendencement.bt](http://www.pendencement.bt)



*Building for the Future*

- Represent the company in any lawsuit or legal process;
- Provide the Board and Management with legal advice on any matters asked by the board and the management.
- Provide basic legal advisory services on laws, regulations and policies that apply to the company in consultation with the supervisor/s and other legal personnel of the Legal Unit or any other law enforcing agencies of the Government.
- Review agreements/contracts, letters of undertaking, memorandum of understanding, etc. upon references when required.

*Land related*

- To pay land tax and collect land lease on time.
- Maintain documents/records related to land.
- Any other work related to PCAL land.

Chief Executive Officer

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)  
DZONGKHAG: SAMTSE, BHUTAN

Phuentsholing Depot Tel: 00975-5-252885; Gelephu Depot Tel: 00975-6-251605; Samdrup Jongkhar Depot Tel: 00975-7-251790

[www.pendencement.bt](http://www.pendencement.bt)