

EMPLOYMENT ADVANCEMENT OPPORTUNITY

Board Support Officer

Job Summary

The primary purpose of role is to providing support to the Company Secretary and Boards of BSP Life Group The position will manage coordination of board matters including correspondence in relation to a range of board related requests channelled to the Company Secretary or Management of the BSP Life Group.

Key Responsibilities

- Provide support to the Company Secretary and facilitate effective information flow between the Boards, Board Committees and Management of BSP Life, BSP Health and private equity investments where BSP Life has Board representation (as required).
- Ensure all director information necessary to support compliance for Board representation is held on record and up to date
- Assist the Company Secretary in ensuring the Board and Board Committees fulfil its obligations under their respective charters and all other Board governance policies.
- Proactive management of the BSP Life Group Board calendar including Committee engagements and scheduling of meeting times
- Coordinate the flow of information between Company Secretary and BSP Group Secretariat including Declaration of Interest's and any changes to the BSP Life Group Boards
- Manage the call for papers from management and ensuring Board protocols and timeline for submission of reports are adhered to
- Assist the Company Secretary to compile and issue Board or Committee packs one week clear of Board or Committee meetings
- Ensure Board and Committee minutes and resolutions are compiled, signed and adequate records are kept
- Effectively monitor and update Matters Arising from the BSP Life Group Boards and Committees
- Manage the monitoring and update on vote status for Circular Resolutions issued to the BSP Life Group Board including facilitating responses from Management, where necessary
- Proactive management of incoming and outgoing Board correspondence including proper follow up of such correspondence.
- Responsible for ensuring Board reports and presentations adhere to reporting formats and presented in a manner easily understood by the Board.
- Attend BSP Life Group Board or Committee meetings, as requested by the Company Secretary.
- Manage and drive problem resolution for any Board related queries to and from Management.
- Should the successful incumbent be admitted to legal practice in Fiji, the Board Support Officer may be required to assist in legal matters from time to time as directed by the Company Secretary.
- Support the Legal Counsel & Company Secretary matters including administration.
- Provide executive support to Legal Counsel & Company Secretary for matters such as conferences and travel.
- Any other duties assigned by the Legal Counsel & Company Secretary and/or Managing Director

Knowledge, Skills, and Qualifications

- Law Degree is preferred
- Minimum 5 years in a similar role, preferably in a corporate/private sector environment.
- Attention to detail.
- Understanding of BSP Life Group's Board Constitution, Charter and Protocols
- Excellent interpersonal and communication skills.
- Proven skills in managing complex service deliverables.
- Proficient in written and oral English
- Target oriented with ability to perform well under pressure
- Strong time-management skills
- Advanced computer skills in MS Office (Word, Excel, PowerPoint) applications



Please Scan QR Code for more details on this Vacancy and other Vacancies with BSP Life or visit our website www.bsplife.com.fj/careers/ and apply using the BSP Life Recruitment Portal.

Please call the HR services team via telephone number **331 7000** if you have any questions.

Applications close at **4pm on Monday 14 October 2024**