



KERALA INFRASTRUCTURE INVESTMENT FUND BOARD

(Notification No. FA-6/4234/2023/KIIFB Dated. 04/10/2024)

*Invites applications for the post of **Assistant Compliance Officer** on contract basis*

SL No	Post	Qualification	Experience & expected skill requirements	Job Description	Pay	Term & method of employment
1.	<p>Assistant Compliance Officer</p> <p>Vacancy: 1</p> <p>Upper Age Limit- 30 years</p>	<p>Mandatory: Completed professional programme of Institute of Company Secretaries of India (ICSI) and has completed the practical training requirement stipulated by the Institute.</p> <p>Desirable: M.COM/ LLB from a recognised university in India</p>	<ul style="list-style-type: none"> ▪ Minimum 4 years of experience in secretarial compliances with listed entities/ practising firms conducting secretarial audit of listed entities. ▪ In-depth knowledge in listing regulations including SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Issue and Listing of Non-Convertible Securities Regulations, 2021 (NCS Regulations)etc; ▪ Expert-level knowledge in Companies Act compliances; ▪ Handling and co-ordinating of Board/ Committee and General Meetings of companies; ▪ Expertise in drafting, interpretational and communication (verbal and written) skills in English & Malayalam; ▪ Proficiency in MS Office tools, XBRL filings, navigating portals of regulators including stock exchanges, MCA, RTA, depositories etc; ▪ Team player with potential to learn and grow; 	<ul style="list-style-type: none"> ▪ Assist the Compliance Officer with various compliance requirements of the organisation and its subsidiaries; ▪ Assistance in holding and co-ordinating Board/ Committee/ General meetings of the entity and subsidiaries; ▪ Compilation of data points/ documents for various reporting requirements; ▪ Liaisons with various stakeholders of the entity including regulators, auditors, Investors, rating agencies, RTAs, Debenture Trustees etc and other departments of the organisation; ▪ Preparation and update of compliance calendars in tune with regulatory changes; ▪ Filings with stock exchanges and other regulatory bodies; ▪ Assistance in MCA compliances of subsidiaries; ▪ Such other works as assigned by the organisation from time to time. 	As per industry standards	1 year contract (extendable subject to the sole discretion of the management of KIIFB).

JOINT FUND MANAGER