



KERALA INFRASTRUCTURE INVESTMENT FUND BOARD

(Notification No. FA-6/4234/2023/KIIFB Dated. 27/01/2025)

*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.	Assistant Compliance Officer Vacancy: 1 Upper Age Limit- 35 years	Mandatory: Associate Membership of Institute of Company Secretaries of India	<ul style="list-style-type: none">▪ Minimum 1 years of total experience in secretarial compliances with reputed companies/ practising firms conducting secretarial audit of listed/ unlisted entities.▪ Expert-level knowledge in Companies Act & listing 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	2 year contract (extendable subject to the sole discretion of the management of KIIFB).

JOINT FUND MANAGER

