



Career Opportunity Corporate Secretary

DATE: June 2019

JOB TITLE: Corporate Secretary

DEPARTMENT/DIVISION: Corporate Department

PURPOSE OF JOB:

The Corporate Secretary ensures the integrity of the governance framework and advises the Board accordingly. The Corporate Secretary ensures compliance with statutory and regulatory requirements and executes the decisions of the Board of the National Carnival Commission of Trinidad and Tobago. The incumbent is the primary source of legal advice on the conduct of business and ensures that the Commission complies with the standards of sound corporate governance.

TASKS AND RESPONSIBILITIES:

1. Provides members of the Board with the proper advice for discharging their fiduciary duties under the law
2. Develops and administers the Commission's Corporate Governance Principles and Guidelines
3. Develops and implements procedural and administrative systems that focus on compliance matters and corporate governance affairs
4. Oversees the creation of an effective corporate record-keeping system, ensuring that records and significant corporate documents are accurate, filed, indexed, and kept up-to-date, protected and accessible
5. Supports management and Committee Chairpersons with respect to Sub-committee meetings

6. Liaises with the management with respect to tasks that are connected with Board directives and approvals
 7. Organises Board meetings and the logistics associated with those meetings
 8. Records minutes and prepares final reports and documents for distribution
 9. Ensures that Board decisions are communicated in a timely manner to the relevant parties
 10. Follows HSE policies and procedures
 11. Any other job-related duties
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QUALIFICATIONS and EXPERIENCE:

Qualifications:

- Bachelor of Law Degree from a recognised institution
- Legal Education Certificate or equivalent from a recognised institution
- Training in Corporate Secretarial functions would be an asset

Experience:

- A minimum of eight years (8) experience as a Corporate Secretary
- Experience in a regulatory environment or a state enterprise would be an asset
- Three (3) or more years supervising staff

Skills and Abilities:

- Well-developed analytical, negotiating, and advocacy skills
 - Excellent communication and interpersonal skills
 - Comprehensive knowledge of Company Law, Contract Law and Civil Proceedings, Conveyance law, Government Legislation including the Companies Act, IRA, FIU Regulations and Associated Legislation, Procurement Act, State Enterprise Performance Monitoring and the Freedom of Information Act
 - Knowledge of general operating policies and procedures of a Company and functions of State Enterprises and Government Agencies
 - Proficiency in Microsoft Office Suite
 - Must be a person who can interact well with others but yet, maintain the highest level of confidentiality and maintain his/her integrity
 - Must be meticulous
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Applicants are asked to send a Cover Letter and Resume to recruitment@ncctt.org by **July 4, 2019**. Or deliver in a clearly marked envelope to:

Manager, Human Resources
The National Carnival Commission of Trinidad and Tobago
11 St. Clair Avenue, St. Clair
Port-of-Spain

We wish to thank all applicants for their interest. However, only shortlisted candidates would be contacted as the process progresses. For more information, including a full description of the position, visit us at: www.ncctt.org.