



We invite all suitably qualified candidates to apply for the post of **Corporate Secretary (JLG/LO 2)**

Salary Range (\$5,198,035- \$6,990,779) per annum and any other allowance(s) attached to the post.

Job Purpose

The incumbent will execute and maintain all required official corporate filings, documents, reports and all records according to applicable laws and regulations. The incumbent is also responsible for shareholder relations, communicating with Board members and coordinating board meetings.

Strategic Focus

- The maintain best practise in Corporate Governance when organizing and coordinating board meetings.
- Monitor Corporate Governance developments to ensure the operations of the board is consistent and transparent
- To support the engagement direction and support of persons to contribute to the effectiveness of the quality management system.

Qualifications & Experience

- Bachelor of Laws Degree (LLB) or bachelor's in General Management from a recognized University
- Qualification to practice as an Attorney-at-Law in Jamaica would be an asset
- 5-10 years' experience as a Corporate Secretary would be an asset
- Previous experience working in Government.

Specific Knowledge & Skills

- Knowledge and significant experience in Commercial Law, Contract Law and Legislative Drafting
- The incumbent must have a thorough understanding of the SEZ laws and other laws of Jamaica that affect his/her areas of work and the Authority in general. The role holds a strategic position at the heart of governance operations within the Authority and acts as the main advisor on legislative and regulatory information to the Chief Executive Office and Senior Leadership Team.
- Thoroughly computer literate and skilled in the use of Microsoft Office applications
- Skilled in the use of JSEZA's Document Management and workflow application and the associated reporting tools
- Sound legal writing skills

- Knowledge of Government of Jamaica (GOJ) Procurement Rules, Governance and Risk Management.

Job duties and Responsibilities

The effective engagement and management of Board Meetings in support of JSEZA's core business processes.

- To provide secretarial and technical support for the orderly and effective management of board meetings.
- Attend Board meetings for the purpose of capturing minutes.
- Ensure that minutes are recorded and highlight decisions and action items
- Ensure that sufficient notes are taken to support proceedings, resolutions and reporting on the status of outstanding items as well as provide summary on action items for follow up.
- Provide final draft minutes to the Company Secretary within five (5) business days of each board meeting.
- Coordinate Board Meeting logistics to include the necessary collection, preparation and distribution of pre-reading materials, agendas, notifications and minutes, draft resolutions; and to track meeting attendance.
- Provide logistics support for associated events and activities such as staff retreats.
- Ensure that corporate records are accurate, current and properly kept at all times
- Provide necessary support to ensure effective flow of information from the Board to the Executive Management
- Assist in administering Board appointment processes and orientation of new Directors.
- Any other duties that may be assigned by the Company Secretary and agreed by the parties, from time to time, provided said duties are necessarily connected to the ordinary role and function of a Corporate Secretary.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Applications accompanied by résumés should be submitted **no later than Monday, 3 March 2025 to:**

**Director, Human Resource Management & Development
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.