



## STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission invites applications for the following permanent position:

### SENIOR CORPORATE SECRETARIAT OFFICER IN THE CORPORATE SECRETARIAT DEPARTMENT

#### A. Job Summary

The Senior Corporate Secretariat Officer provides assistance to the Corporate Secretary to ensure that the governance functions in support of the Board of Commissioners and members of the Executive which includes supporting the coordination, facilitation and recording of the activities of the Board of Commissioners and Board Committees.

#### B. Responsibilities / Accountabilities

Under the direction of the Corporate Secretary the Senior Corporate Secretariat Officer assists with:

##### Governance

- Ensuring that all Board and Committee meetings are properly constituted, convened and conducted.
- Ensuring that the records of the Commission, such as lists of Commissioners, Board, Committee meeting minutes, and other official records, are maintained as required by law and made available as necessary in accordance with access policies and procedures.
- Developing governance documents and corporate policies applicable to the operations of Board of Commissioners and Board Committees.

##### Corporate Secretarial

- Work with members of the Executive in the collection, review and quality assurance of all documentation and materials sent from management to the Board and Board Committees.
- Attend and records Minutes and action items at Board and Committee meetings.
- Support the Executive by undertaking appropriate post-meeting action to ensure implementation of decisions arising from meetings.
- Direct action items to members of management and ensures action item are submitted to the Board of Commissioners and Board Committees within established timelines.
- Facilitate communication with Board members between meetings, by coordinating the administration of updates to the Board and Board Committees.

- Undertake research and provides contextual information about past decisions, as well as, prepares briefing materials and resolutions for review and consideration by the Board and Board Committees.
- Establish and maintain proper record keeping systems for Board related matters.
- Undertake any other services as may be required within the remit of the Corporate Secretary function.

**Policy Development**

- Prepare for the review of the Corporate Secretary draft policies, procedures and guidelines to support the Corporate Secretary function.
- Assist the Corporate secretary in updating and implementation of policies and guidelines to support the Commission’s governance framework inclusive of the Commission’s Code of Conduct.
- Performs other functions as may be assigned.

**C. Minimum Qualifications and Experience**

- Professional certification as a Chartered Corporate Secretary.
- Five (5) years’ experience as a Corporate Secretary.
- A Degree in Management, Business or Law.
- Any relevant equivalent combination of qualifications, training and experience.

**D. Competencies**

<b>Technical Competencies:</b>	<b>Behavioural Competencies:</b>
<ul style="list-style-type: none"> <li>• In-depth understanding of legal guidelines principles and framework that govern operations within the securities market would be an asset.</li> <li>• In-depth understanding of corporate governance principles and practice.</li> <li>• Proficiency in Microsoft Office Suite.</li> </ul>	<ul style="list-style-type: none"> <li>• Sound character, credibility and integrity</li> <li>• Strong judgment, negotiating, and problem-solving skills</li> <li>• Exceptional oral and written communications skills</li> <li>• The ability to work effectively with, and command the confidence and respect of, internal and external stakeholders</li> <li>• Excellent organizational, administrative and time management skills</li> <li>• Excellent analytical and judgment skill.</li> <li>• Excellent organizational, administrative and time management skills</li> <li>• Excellent analytical and judgment skill.</li> </ul>

**E. Key Contacts**

- Internal: Board of Commissioners, Chief Executive Officer, other members of the Executive Team, Divisional/Departmental Heads
- External: Stakeholders: As directed by the Corporate Secretary.

**All applications should be forwarded under confidential cover and addressed as follows:**

**Vacancy – Senior Corporate Secretariat Officer**

**Director, Human Resources**

Trinidad and Tobago Securities and Exchange Commission  
Levels 22-23, Tower D  
International Waterfront Centre  
1 Wrightson Road  
Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

***Applications should arrive no later than March 8, 2026.***

*The Commission appreciates all expressions of interest; however, only shortlisted candidates will be contacted.*

*Kindly note that AI may be utilized in the recruitment process.*