

STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission invites applications for the following three (3) year contract position:

CORPORATE SECRETARY

IN THE CORPORATE SECRETARIAT DEPARTMENT

### **Job Summary**

The Corporate Secretary performs the full range of governance functions in support of the Board of Commissioners and members of the Executive. As the head of the Corporate Secretariat Department the Corporate Secretary leads and manages the Department by providing support, coordination, facilitation and recording of the activities of the Board of Commissioners and Board Committees.

### **Responsibilities / Accountabilities**

**Governance**

* Ensures that all Board and Committee meetings are properly constituted, convened and conducted.
* Ensures 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.
* Serves as a signing officer for certain documents, correspondence, applications and reports as directed by the Board and the Executive.
* Develops governance documents and corporate policies applicable to the operations of Board of Commissioners and Board Committees.
* Provides guidance and information to the Board on all matters related to corporate governance, including orientation, sensitization and professional development of Board Commissioners.

**Policy Development**

* Oversees the development and implementation of policies and guidelines to support the Corporate Secretary function.
* Update and implementation of policies and guidelines to support the Commission’s governance framework inclusive of the Commission’s Code of Conduct.

**Panel Hearings**

* Oversees the development and implementation of policies and guidelines to support the Corporate Secretary function.
* Update and implementation of policies and guidelines to support the Commission’s governance framework inclusive of the Commission’s Code of Conduct.
* Ensure submissions made to the Panels are lodged and circulated in keeping with the Panels’ Terms of Reference.
* Based on the decisions made by the Panels - Prepare, distribute and maintain records of Orders.

**Corporate Secretarial**

* Works 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.
* Attends and records Minutes and action items at Board and Committee meetings.
* Supports the Executive by undertaking appropriate post-meeting action to ensure implementation of decisions arising from meetings.
* Directs action items to members of management and ensures action item are submitted to the Board of Commissioners and Board Committees within established timelines.
* Facilitates communication with Board members between meetings, by coordinating the administration of updates to the Board and Board Committees.
* Undertakes 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.
* Satisfy all administrative and other statutory requirements concerning Board Members.
* Establishes and maintains proper record keeping systems for Board related matters.
* Supports the Board and Board Committees by maintaining a strong rapport with various central agencies of government and other stakeholders.
* Provides direction to and manage the performance of staff within the Corporate Secretariat Department by assigning and supervising work and output of the Legal Counsel and the Legal Assistant.
* Undertake any other duties and responsibilities as may be required within the remit of the Corporate Secretary function.

1. **Minimum Qualifications and Experience**

* Professional certification as a Chartered Corporate Secretary.
* Ten (10) years’ experience as a Corporate Secretary.
* LLB. Degree and a Legal Education Certificate (LEC) qualification.
* Any relevant equivalent combination of qualifications, training and experience.

1. **Competencies**

|  |  |
| --- | --- |
| Technical Competencies:   * In-depth understanding of legal guidelines principles and framework that govern operations within the securities market would be an asset. * In-depth understanding of corporate governance principles and practice. * Proficiency in Microsoft Office Suite. | Behavioural Competencies:   * Sound character, credibility and integrity * Strong judgment, negotiating, and problem-solving skills * Exceptional oral and written communications skills * The ability to work effectively with, and command the confidence and respect of, internal and external stakeholders * Excellent organizational, administrative and time management skills * Excellent analytical and judgment skill. |

1. **Key Contacts**

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

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

**Vacancy – Corporate Secretary**

**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 June 25, 2025.***

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