



MINISTRY OF TOURISM

CAREER OPPORTUNITIES

The Ministry of Tourism is inviting applications from suitably qualified persons to fill the following position:

- **Corporate Secretary, - Two (2) contract/gratuity-** salary: \$5,198,035- \$6,990,779 per annum.

1. JOB PURPOSE

Under the general direction of the Chairman of the Board, the Corporate Secretary:

- Supports the effective operations of the Montego Bay Conventions Centre (MBCC), Jamaica Vacations Limited (JamVac), Bath Fountain Hotel and Milk River Hotel & Spa Boards in line with good corporate governance best practices;
- Provides the entire Board and individual directors with detailed guidance as to the nature and extent of their duties and responsibilities and, more importantly, how such duties and responsibility should be properly discharged in the best interest of the Public Body;
- Ensures that the Public Body meets all its legal, regulatory and compliance requirements as established by the Government of Jamaica.

2. KEY RESPONSIBILITY AREAS

- Monitors corporate governance and other developments that the board and/or its committees need to know and taking the steps necessary to comply with changing regulatory and other requirements;
- Coordinates and attends meetings of the Board and its committees, accurately records minutes, produce and maintain minutes and ensures timely distributions to the members of the respective committees;
- Provides logistics of committees and subsidiary board meetings or, in the increasingly virtual business environment, scheduling conferencing;
- Coordinates and executes logistical arrangements for the Annual General Meetings;
- Supports the technology used to prepare and distribute materials, conduct meetings, and facilitate other board and committee activities while being mindful of privacy and confidentiality concerns;
- Reviews, prepares, and distributes board materials containing substantial background information to assist with board and committee meeting preparation;
- Provides feedback on Board and committee decisions which require action by management and monitor response and planned dates for further report to the Board and/or committee.

- Ensures an appropriate meeting attendance records are maintained;
- Oversees an efficient records management system of the materials provided to the board and its committees to substantiate that directors are given appropriate information on which to base decisions;
- Coordinates the payment of fees to directors and ensures proper payment records are maintained and in line with government guidelines;
- Coordinates the orientation of new directors and the continual development of all directors. Serve as primary contact for directors;
- Monitors the Public Body's Code of Conduct and Ethics, Board charter and other terms of reference ensuring they are in line with required corporate governance guidelines;
- Coordinates the annual performance evaluations process for the Board of Directors and committees;
- Briefs Chairman and Executive Directors ahead of meetings on matters pertaining to the agenda, indicating the nature of the issues, which are likely to arise;
- Compiles periodic update of meetings folders for Board and sub-committee meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties;
- Informs members of the Board and sub-committees on any changes in legislation or law, as necessary and helpful for the Board's ability to exercise its duties;
- Prepares commitment letters and legal documents and liaise with internal/external Attorneys and Auditors;
- Contributes to the content of the annual report, particularly in the areas on corporate governance and compliance;
- Undertakes relevant research and carries out individual projects and prepare a variety of reports and briefs, as directed, by the Chairman;
- Provides Custodial services of the Public Body seal book and corporate seal and apply document as required;
- Prepare, submit and follow-up on annual returns, change notices and other statutory filings with the Companies Office of Jamaica, and maintaining up-to-date corporate records, certified documents and filing confirmations;
- Timely filing of annual company returns and beneficial ownership returns;
- Authenticates approved signatures by co-signing with the Chairman and/or any other members of the Board authorized to do so
- Participates in the training and onboarding of new members;
- Represents the Board at designated meetings and on assigned committees, as directed by the Chairman;

3. AUTHORITY

- To recommend policies, procedures and governance practices within the scope of the area of responsibility to strengthen Board effectiveness, accountability and compliance;
- To sign, certify or authenticate documents, extracts, resolutions and correspondence on behalf of the Board in accordance with approved authority, applicable procedures and the Board Charter;
- To request reports, information, supporting documents and status updates from management to facilitate Board and committee deliberations and monitor implementation of decisions;
- To coordinate and secure logistical arrangements for Board, committee, shareholder and related governance meetings;
- To maintain custody of corporate records, the corporate seal, seal book, minute books, resolutions and other statutory and governance documents in accordance with approved procedures;
- To coordinate the preparation, submission and follow-up of statutory filings, governance returns and official correspondence with relevant authorities, subject to applicable approval processes;
- To issue notices of meetings, circulate Board and committee papers and communicate decisions and action items arising from approved meetings;
- To liaise directly with regulators, auditors, attorneys, shareholder representatives and other external authorities on matters within the remit of the office.

4. REQUIRED COMPETENCIES

Core

- Ability to effectively plan, organize and manage meetings and attendant logistics;
- Excellent oral and written communication skills;
- Highly developed emotional intelligence ;
- Ability to make sound decisions and analyse data (when required);
- Well-developed analytical skills, reasoning power, judgment and diplomacy;
- High Integrity and discretion when handling confidential matters;
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- Ability to multitask and maintain a sense of balance.

Technical

- Sound knowledge of Public Bodies Management and Accountability Act, Companies Act of Jamaica,
- Knowledge of policies, procedure and guidelines of the Tourism Sector;
- Sound knowledge of Boardroom Governance and the administration of meetings, et al
- Ability to interpret policy decisions of the Board and the ability to perform all duties of Corporate Secretary effectively;

- Excellent knowledge of MS Suite;
- Detailed oriented- a well-organized approach.

- **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Business Administration and /or Law/Chartered Secretary or equivalent specialized training.
- Three (3) years' experience in senior administration and/or similar position as Board Secretary and/or Corporate Secretary.

OR

- Any equivalent combination of qualification and experience

5. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Long and extended hours to meet the demands of the Board of Directors;
- High degree of interface with a wide cross section of stakeholders;
- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Additionally, intra island travel and extended working hours are required.

Applications, accompanied by Resumes, should be submitted **no later than Friday, June 26, 2026, to:**

**Director, Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.gov.jm

We appreciate all expressions of interest. However, only shortlisted applicants will be contacted.