



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (the Authority) is inviting applications from dynamic, forward-thinking individuals for the following permanent position:

CORPORATE SECRETARIAL OFFICER

Job Summary

To provide technical and administrative support to the Corporate Secretary and assist in other matters as identified by the Corporate Secretary.

Key Duties and Responsibilities

1. Provide administrative support to the Board in the planning, preparing and organising of all aspects of Board and Board Committee Meetings, in addition to compensation administration.
2. Prepare and process all documentation and supporting materials to be submitted to the Board, including extracts after Board and Board Committee meetings.
3. Coordinate and attend Board and Board Committee meetings and assist the Corporate Secretary in the recording of meeting minutes.
4. Maintain corporate records, including key documents of governance such as board minutes and records.
5. Assist the Corporate Secretary in ensuring confidentiality of official and legal corporate records, documents, files, statements and information as required by law.
6. Maintain filing of corporate secretarial documents.
7. Coordinate the Request for Proposals Process/Tendering Process and ensure procedures are in compliance with the Authority's regulations and standards and maintain the Contracts Register.
8. Serve as liaison for Board of Directors to facilitate a good communications flow.
9. Assist the Corporate Secretary in following up action items with personnel as and when required.
10. Monitor and ensure internal performance standards for timely resolution of corporate complaints.
11. Prepare notices of meetings and other communications for Board members.
12. Comply with the HSE policy & procedures of the Authority and cooperate with workplace health and safety measures and initiatives.
13. Take reasonable care for own safety and the safety of others and report all accidents, injuries, near misses and hazards to Manager/Supervisor.
14. Perform other related duties as required by job function.

Qualifications and Experience:

- Recognised bachelor's degree in business administration, social sciences, law or management.
- Certificate in Administrative Corporate Secretaryship or other similar qualification from a recognized university may be considered an asset.
- Minimum of three (3) years working experience at a professional level.
- Experience with public sector administration and project management would be an asset.

Core Competencies

Professional Knowledge, Skills and Abilities

- **Knowledge of:**
 - Strong knowledge of corporate governance and regulatory compliance.

- Project and process management.
- Organisational procedures, processes, standards, methods and practices.
- Customer management and communications techniques.
- Conflict mediation and resolution tools and techniques.
- **Required skills and abilities:**
 - Excellent written and verbal communication skills, including ability to draft well-written reports, minutes, and general business correspondence.
 - Efficient use of MS Office, MS Project and an accounting software application.
 - Good analytical skills.
 - Good organisational and time management skills.
- **Behaviour:**
 - Highly collaborative with strong inter-personal skills and the ability to work effectively with team members and all levels across the enterprise, including Directors and executive officers.
 - Work effectively in a fast-paced environment and within well-defined and tight timeframes
 - Demonstrated ability to discreetly handle highly confidential and sensitive information.
 - Must possess good judgment and meticulous attention to detail.
 - Must be highly organised with an ability to prioritise divergent tasks with little supervision.

Applications

Applications should be submitted no later than **Friday 26th July 2024** to:

**Manager, Human Resources
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,
Republic of Trinidad and Tobago.**

or email: recruitment@tatt.org.tt

Late applications will not be accepted and unsuitable applications will not be acknowledged.