

**HOUSING AGENCY OF JAMAICA LIMITED
(HAJL)**

Invites applications for the following position

COMPANY SECRETARY

Job Purpose:

The successful candidate, will report directly to the Board of Directors and required to execute critical administrative and governance functions regarding effective board operations including orientation and sensitization of directors.

The Corporate Secretary shall act as a central source of guidance to the entire board on all matters related to Corporate Governance, in carrying out these responsibilities, the successful candidate would need to ensure that he/she remains updated in all legal and regulatory changes that may affect the Agency.

Key Responsibilities:

Technical Knowledge

1. Maintains all of the Public Body's governing records and ensures all legal filing requirements are met.
2. Provides custodial services of the Public Body's seal book and corporate seal and apply to documents as required.
3. Issuing of notices and preparation of meeting agenda
4. Prepare, organizes and maintains records of Board and committee meetings.
5. Document and issue board decisions and directives in a timely manner.
6. Provides on-going Support to the directors.
7. Coordinate orientation of new directors and continual professional development of all directors.
8. Monitor and report to the BOD periodically on the alignment of the Public Body's Code of Conduct and Ethics, Board charter, Committee and other terms of reference to:
 - the Companies Act,
 - the Corporate Governance Frame work for Public Bodies,
 - Public Bodies Management and accountability Act
 - Financial Administration and Audit Act
 - The MOFPS Enterprise Risk Management Framework
 - International best practices
9. Coordinate and attend meetings of the Board and its committees, accurately record minutes, produce and maintain minutes and ensure timely distribution to the members of the respective Committees.
10. Organize the preparation of sub-Committee reports for Board meetings. Leads the development of a standard reporting format for all Committees to the Board.
11. Coordinate the annual performance evaluation process for the Board of Directors and its Committees.
12. Manage the preparation of Board and committee notices and agendas.
13. Arrange all physical arrangements for meeting and address all housekeeping matters.
14. Maintain appropriate meeting attendance records.
15. Coordinate the payment of fees to directors and ensure proper payment records are maintained; ensure all payments made are in line with government requirements.
16. Plan and organize annual general meeting in conjunction with the BOD and MD.
17. Carry out individual projects as assigned by the Board of directors or Board committees.
18. Maintain regular communication with Chairperson of the Board and provide advice as necessary.
19. Draft Ministry Papers and briefs as directed by the Board of Directors.
20. Performs any other duty assigned that is consistent with the nature and function of the job

Minimum Required Qualification and Experience:

- An undergraduate degree in Business Administration and/or Law or equivalent specialized training
- Chartered Secretary or equivalent specialized training
- Proficiency in MS Office Applications or equivalent specialized training
- Knowledge of corporate governance standards
- Expert people management skills
- Ability to effectively plan, organize and manage meetings and attendant logistics
- Be able to translate concepts into actions and results
- Excellent oral & written communication and presentation skills
- Be an effective trouble shooter and problem solver
- Excellent Knowledge of the PBMA & FAA
- Sound knowledge of meeting protocols and applicable laws
- A minimum of three (3) years' experience working in a related field

Applications and resumes` should be sent to HRManager@hajl.gov.jm no later than
Monday, August 8, 2022 addressed to:



Senior Manager,
Human Resources Management and Administration
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

HAJL thanks all applicants for their interest; however, only those short-listed for an interview will be contacted.