

JAMAICA SOCIAL INVESTMENT FUND

ISO 14001:2015 Certified



EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified individuals for the position of

CORPORATE SECRETARY

Job Summary:

Reporting to the Board of Directors, the incumbent is responsible for providing strategic advisory and secretarial services to the Board and Executive Management of the organization. The Corporate Secretary will, *inter alia*, guide Board members, by monitoring compliance with all relevant legal and regulatory obligations; execute all administrative functions Board-related; safeguard statutory records; undertake critical governance functions *vis-à-vis* the efficiency of Board operations; oversee corporate activities; and coordinate the preparation of sub-Committee reports for Board meetings.

Key Responsibilities

- Monitors the JSIF's policies, including the Code of Conduct, Ethics Policy, Board Charter, and other governance frameworks, to ensure compliance with applicable laws, regulations, and corporate governance standards.
- Maintains custody of all governance and statutory records of the JSIF, ensuring compliance with legal, regulatory, and statutory requirements.
- Monitors the timely and accurate filing of all statutory documents, including Annual Returns, notices, and other filings required under applicable legislation and regulatory frameworks.
- Prepares, organizes, and maintains comprehensive records of Board and Committee meetings, including agendas, resolutions, and minutes, ensuring compliance with statutory requirements and best governance practices.
- Provides administrative and legal assistance related to Board activities, ensuring adherence to statutory, regulatory, and corporate governance requirements.

Requirements:

- Bachelor's Degree in Business Administration, Law or related field
- Chartered Secretary or equivalent specialized training
- Knowledge of Board operations
- Knowledge of corporate governance standards
- High Degree of diplomacy and emotional intelligence
- Excellent Decision-making skills
- Excellent Data Analysis skills
- Expert People Management skills
- Strong Negotiating and Conflict Resolution skills

- Ability to effectively plan, organize and manage meetings and attendant logistics
- Ability to translate concepts into actions and results
- Excellent oral and written Communication skills
- Excellent Presentation skills
- Effective Problem-Solving and Troubleshooting skills
- High Level of Integrity/Ethics
- Excellent Time Management skills (ability to execute tasks within the deadlines and under limited supervision)
- Excellent Accountability skills
- High Level of Confidentiality

If you meet the requirements, please submit your application by ***Friday, April 11, 2025***, to:

**Chairman
Board of Directors
C/o General Manager Corporate Services
Jamaica Social Investment Fund
11 Oxford Road (Entrance on Norwood Avenue)
Kingston 5**

or email: jobs@jsif.org

We thank all interested applicants. However, only persons short-listed for interview will be contacted.