



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

Position

Corporate Secretary

Job Scope

The Corporate Secretary is responsible for performing all technical and administrative support to the Board, including but not limited to, executing and maintaining all required corporate filings, documents and all records according to applicable laws and regulations. The Corporate Secretary also acts as the central source of guidance to the Board on matters related to corporate governance and is responsible for communicating with board members and the coordination of board meetings.

Key Responsibilities

The incumbent is expected to perform duties that are necessary to effectively carry out their role. These include but are not limited to the following:

- Perform the general corporate secretarial functions for JAMPRO, this includes the coordination of all board/ sub-committee meeting logistic; preparation and circulation of Board and Sub-committee papers and minutes ahead of meetings; drafting of agendas and resolutions; sending meeting notifications and tracking meeting attendance; and the coordination and monitoring of the activities of the Board and its committees ensuring the timely execution of their decisions.
- Provide logistical support for associated events and activities of the Board such as Board Retreats
- Provides guidance to the Board on all matters related to Corporate Governance, including orientation, sensitization and professional development of the Board, regulatory compliance and ethical standards.
- Attend board meetings for the purpose of taking minutes and ensure the accurate recording of decisions and action items
- Ensure sufficient notes are taken to support proceedings, resolutions, and reporting on the status of outstanding items, as well as provide a summary of action items for follow-up
- Ensure that corporate records are accurate, current, and properly maintained at all times
- Provide necessary support to ensure effective flow of information from the Board to the Executive Management team
- Coordinate, collect and arrange the delivery of papers, reports and documents to be distributed to Board members for review prior to meetings
- Prepare monthly report on achievements against targets for submission to, President, JAMPRO Board, and Parent Ministry
- Provide inputs for the development of the departmental Operational Plans & Dashboards
- Undertake special projects as directed by the President/ Board
- Represent JAMPRO at local and international client or stakeholder meetings and other fora

Qualifications, Experience and Key Competencies



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- Bachelor of Laws Degree (LL. B) or General Management Degree and Certificate in Legal Education from a recognised University
- Three (3) years relevant experience with exposure to commercial law conveyancing contracts, tort and company law
- Certification in Corporate Governance
- 5 years Practical experience and/or professional certification as a Corporate Secretary
- Working knowledge of key Jamaica public body Corporate Governance statutes and policies, Government of Jamaica (GOJ) Procurement Rules, Governance and Risk Management
- Good knowledge of business and contract law principles and commercial practices
- Excellent leadership and coordination skills
- Ability to develop and maintain excellent rapport with team members and clients and inspire confidence and trust.
- Good project management and time management skills
- Sound and logical approach to problem solving and task analysis
- Excellent oral and written communication skills
- Good networking skills
- Sound understanding of corporate governance
- Sound understanding of the Jamaican economy and key socio-economic indicators
- Sound Legal writing skills
- Broad understanding of trade, trade processes and international trade agreements

Qualified applicants are invited to submit letter and résumé by May 18, 2025 addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@jamprocorp.com