



The JUTC is a limited liability company incorporated under the Companies Act of Jamaica and owned by the Government of Jamaica (GOJ). Reporting to the Ministry of Science, Energy, Telecommunications and Transport, the JUTC is the exclusive provider of public transit services in the Kingston Metropolitan Transit Region. The Company delivers public transport services seven days a week and, in some instances, up to 14 hours a day.

We, therefore, invite an energetic and ambitious team player to join our dynamic corporate team in the role of **Company Secretary**.

Job Purpose

Reporting to the Chairman of the Board, the Company Secretary is required to execute critical administrative and governance functions regarding effective board operations including orientation and sensitization of directors.

The Company Secretary shall act as the central source of guidance to the Board of Directors to ensure that the operations of the Board are consistent with good corporate governance best practices, that the Company meets all its regulatory and compliance requirements as established by the GOJ, and that the decisions of the Board of Directors are implemented.

Key Responsibilities

These include but are not limited to:

1. Maintaining all of the Company's governing records and ensuring all legal filing requirements are met.
2. Providing custodial services of the Company's seal and applying to documents as required.
3. Issuing of notices and preparation of meeting agendas
4. Preparing, organizing and maintaining records of Board and committee meetings.
5. Documenting and issuing board decisions and directives in a timely manner.
6. Coordinating orientation of new directors
7. Coordinating and attending meetings of the Board and its Committees, accurately recording minutes, producing and maintaining minutes, and ensuring timely distribution to the members of the respective Committees.
8. Coordinating the payment of fees to directors and ensuring proper payment records are maintained

Required Knowledge, Skills, and Competencies:

- Excellent oral and written communication skills
- High integrity/ethics and a highly developed sense of accountability
- Confidentiality
- Detail-oriented with a logical and methodological approach to problem-solving and decision-making
- Experience in planning, organizing, and managing meetings and attendant logistics
- Good initiative and ability to translate concepts into actions and results
- Excellent knowledge of the Public Bodies Management and Accountability Act and Companies Act
- Sound understanding of governance processes and procedures
- Excellent experience in minute-taking and preparation
- High competencies in computer applications, in Microsoft Office Suite of programs (including Word, Excel, and PowerPoint) and other office applications (including Zoom and Teams)
- Proven track record in the design, development, and implementation of corporate procedural and administrative systems, processes and procedures
- Ability to execute tasks within stipulated deadlines

Minimum Required Qualifications and Experience

- Bachelor of Laws Degree (LLB) or First Degree in Business Administration with certification or accredited training in governance.
- At least three (3) years of practical experience as a Company Secretary or similar positions.
- Professional certification as a Chartered Secretary or equivalent specialized training

REMUNERATION:

Salary: \$5,597,715.00 per annum, payable monthly and related benefits.

Applications with curriculum vitae should be sent by September 15, 2023 to:

**Recruitment
Jamaica Urban Transit Company Limited
Michael Manley Drive
P.O. Box 575
Twickenham Park
St. Catherine
Email: recruitment@jutc.com.jm**

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

JUTC, YOUR ROUTE TO EXCELLENCE