



CAREER OPPORTUNITY – CORPORATE SECRETARY

PURPOSE OF JOB:

The Corporate Secretary is responsible for providing legal and corporate secretarial support to the Board of Commissioners and its Sub-Committees, scheduling Board meetings/sub-committee meetings and setting related meeting agendas. The position maintains a record of all Board minutes/decisions and that all minutes/decisions are appropriately circulated in a timely manner.

The incumbent also provides legal advice and support to the Executive and Management of the Commission including contract drafting/review, addressing any legal disputes and negotiations. The Corporate Secretary is also custodian of the Commission's Seal as outlined in laws and regulations and supervises a small group of staff of approximately 1-5 persons including but not limited to the Legal Officer and Executive Administrative Assistant.

TASKS AND RESPONSIBILITIES:

1. Advises Board and Executive Management on Strategic Organisational Elements
 2. Provides Corporate Support to the Board of Commissioners
 3. Schedules Board and Sub-Committee Meetings and sets related agendas
 4. Completes and circulates Minutes of Board Meetings and Committee Meetings to Commissioners and CEO
 5. Circulates decisions of Board/Committee Meetings for Executive action
 6. Provides Legal Advice to Board and Executive of the Commission
 7. Develops and implements procedural and administrative systems that focus on compliance matters and corporate governance affairs
 8. Prepares Legal Briefs for the Commissioners and Executive Management
-

9. Performs Contract drafting/review/negotiation on behalf of the Commission including Employment and Business contracts
 10. Assists the Executive by completing/reviewing letters in responding to Letters/Requests directed at the Commission
 11. Supervises and guides staff
 12. Any other job-related duties
-

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- Bachelor of Law Degree (LLB)
- Legal Education Certificate (LEC)
- Certification as a Chartered Secretary

Experience:

- Considerable experience (4 - 8 years) in performing duties as a corporate secretary or in a senior legal capacity
Or
- Through demonstrated proficiency in applying Corporate Governance arrangements for companies, legal analysis, providing legal advice and supporting Boards and Executive Management on legal matters

Skills and Abilities:

- Expert knowledge in applicable Laws and Regulations of Trinidad and Tobago pertinent to the NCC (e.g. NCC Act, Environmental Management Act, Industrial Relations Act and Procurement Act)
 - Expert knowledge in conducting legal research and assimilating information into Legal Opinions and Briefs
 - Expert knowledge in Corporate and Business Law
 - Specialist skills in supporting Board of Directors/Commission in minute taking and recording of decisions
 - Specialist skills in conducting negotiations and communications with internal and external stakeholders
 - Specialist skills in applying Corporate and Business Law Theory and Principles
-

DURATION: 2-year contract.

LOCATION: Port-of-Spain.

DEADLINE: Applicants are asked to send a Cover Letter and Resume to vacancies@ncctt.org by Monday, August 4, 2025, or in a clearly marked envelope to:

Human Resource Manager
National Carnival Commission of Trinidad and Tobago
29 Victoria Square West
Port of Spain

We wish to thank all applicants for their interest. However, only shortlisted candidates would be contacted.