



## Office of the Services Commissions

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### **CIRCULAR No. 390** **OSC Ref. C. 6222<sup>13</sup>**

**9<sup>th</sup> October, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Corporate Secretary/Legal Officer (JLG/LO 3)** in the **Office of the Chief Executive Officer, Postal Corporation of Jamaica**, salary range \$6,333,301 – \$8,517,586 per annum.

#### **Job Purpose**

The Corporate Secretary is responsible for the efficient and effective administration of the governance function of the Postal Corporation of Jamaica Board. The incumbent ensures compliance with statutory and regulatory requirements, and that the decisions of the Board of Management (BoM) are implemented and corporate matters advanced.

The incumbent is the primary source of advice on the conduct of business and ensures that the Corporation complies with financial and legal best practices and maintains standards of sound Corporate Governance. Also, the incumbent is responsible for providing legal advice and guidance to the Chief Executive Officer (CEO) and Board of Directors on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for senior officials.

#### **Key Responsibilities**

##### ***Technical/professional:***

##### ***Legal:***

- Provides legal advice and guidance to the Chief Executive Officer and all Divisions of the Corporation, including guidance on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for senior officials;
- Advises and engages Directors, CEO and other staff about changes in international and other obligations based on ongoing research;
- Prepares, peruses and vets Contracts, Lease Agreements and other legal documentation;
- Provides general legal advice to the Corporation on all aspects of the Law as it affects the Corporation's operations;
- Instructs the Attorney General's Chambers on behalf of the Corporation;
- Functions as a liaison between the Corporation and other Legal Departments such as the Office of the Director of Public Prosecution, Attorney General's Chambers, Jamaica Customs Agency, Legal Reform Division and the Chief Parliamentary Counsel, among other Ministries, Departments and Agencies (MDAs);
- Makes recommendations to the relevant officers of the Corporation to undertake investigations, as well as preparation of statements, affidavits to facilitate the proper representation of the Corporation in litigious matters;
- Oversees the development of new and amended legislation and attendant policies and guidelines;
- Prepares and reviews Drafting Instructions and Draft Bills related to Postal Reform;
- Prepares and reviews Cabinet Submissions.

##### ***Corporate Secretary:***

- Ensures that the members of the Postal Corporation of Jamaica, and the Board of Management (BoM) receive proper advice and resources for discharging their fiduciary duties to stakeholders under the Law, and the records of the Board's actions reflect the proper exercise of those fiduciary duties;
- Operates as an active partner with Board Members to ensure the Board's effectiveness and good governance, i.e. an Advisor to the Board to ensure that policy and intent are manifested correctly; a resource to provide trends and information;
- Develops and administers the Corporation's Corporate Governance Principles and Guidelines, and provides advice on Corporate Governance issues to the BoM, Director, Senior Executives and Managers;
- Develops and implements corporate procedural and administrative systems that focus on compliance matters and Corporate Governance affairs in supporting the Successful Operations of the Corporation;

- Oversees the creation of an effective Corporate Record-Keeping System, ensuring that records are accurate, filed, indexed, and kept up-to-date, protected and accessible, all-in accordance with the Law and compliance requirements;
- Co-ordinates the preparation for all meetings of the BoM and Board Subcommittees; prepares and distributes Board/Committee preparatory papers, Minutes, briefing material, meeting Agendas, Notifications, and so on;
- Prepares reports on outstanding agenda items and takes all necessary action to ensure that the information is provided in a timely manner for consideration by the Board/Committee Members;
- Attends Board and Committee Meetings, records Minutes and prepares final documents for distribution, highlighting Board and Committee decisions and/or information items, actions and directives;
- Contributes to meeting discussions as required, advises members of the legal, governance, accounting and tax implications of proposed policies, and updates relevant policies, where necessary;
- Ensures the accuracy of the Minutes, reports, decisions, etc. touching and concerning the operations of the Board;
- Collates information, prepares correspondence, and writes reports, ensuring that the decisions made, and the actions to be taken by the Corporation are communicated to the relevant stakeholders;
- Manages project deadlines for the BoM and assists in the development of quality standards for consistent reporting;
- Organizes and maintains an Annual Timetable and Diary of key meetings for the Corporation's BoM and Board Sub-Committees;
- Serves as a focal point for communication with and between the BoM and Senior Executives, managers and the Corporation's stakeholders;
- Fosters an environment of teamwork and unity of purpose between the BoM and Senior Executives, Managers and staff of the Corporation;
- Monitors changes in relevant legislation and the regulatory environment and takes appropriate action;
- Oversees and co-ordinates the Organization, interpretation and auditing of the Corporation's Annual Financial Accounts, signs off on the accounts and submits the Annual Report to the appropriate body within the deadline date stipulated by the Public Body Act and other relevant Act, Regulations and Standards;
- Provides custodial services of the Corporation's Seal Book and Corporate Seal; ensures that the Corporation Seal is apply to document as required;
- Co-ordinates the payment of fees to Directors and ensures proper payment records are maintained; ensures all payments made are in line with Government requirements;
- Develops and delivers relevant orientation and training to the members of the BoM, Senior Executives and Managers.
- Represents the Corporation in an official capacity, as required.

#### ***Human Resource Management:***

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competencies/skills gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors the job's specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time by the Chairman of the Board or the Chief Executive Officer.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Good oral and written communication skills;

- Customer and quality focus;
- Methodical;
- Good problem-solving and decision-making skills;
- Teamwork and co-operation;
- Impact and Influence;
- Ability to use own initiative;
- Goal/Results Oriented;
- Integrity;
- Compliance;
- Adaptability;
- Good planning and organizing skills;
- Good leadership skills;
- Good analytical thinking skills;
- Good interpersonal skills.

***Functional/Technical:***

- Strategic vision;
- Financial and business acumen;
- Good use of technology;
- Technical skills;
- People management skills;
- Managing partnership;
- Change management;
- Managing the client interface;
- Managing external relationships;
- Good knowledge of Jamaica Public Body Corporate Governance statutes and policies;
- Good knowledge of business and contract law principles and commercial practices;
- Sound understanding of governance processes and procedures;
- Knowledge of Board and Committee procedures and experience in Minute taking;
- Good knowledge of Company Law;
- Competent in computer usage and the Microsoft Office Suite of programmes (including Word, Excel and Power Point);
- Proven track record in the design, development, and implementation of corporate procedural and administrative systems, processes and procedures.

**Minimum Required Qualification and Experience**

- Bachelor of Laws Degree and Certificate in Legal Education;
- Three (3) years' experience, two (2) of which should be in the Public Service;
- Three (3) years relevant experience or exposure to conveyancing contracts, tort and company law;
- Practical experience and/or professional certification as a Corporate Secretary will be an asset;
- Certification in Governance would be an asset.

**Special Condition Associated with the Job:**

- May be required to work long and unscheduled work hours to meet critical deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15<sup>th</sup> October, 2024 to:**

**Director, Human Resource Management and Administration  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Kingston**

**Email: [hrma@jamaicapost.gov.jm](mailto:hrma@jamaicapost.gov.jm)**

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**