

TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION

JOB DESCRIPTION

JOB TITLE:	Governance Officer
COMPANY:	Holding Company
DIVISION:	N/A
DEPARTMENT:	Office of the Corporate Secretary
CATEGORY OF STAFF:	Contract

JOB PURPOSE:

The incumbent is required to provide direct support to the Corporate Secretary in the provision of efficient corporate governance and the management of corporate records. The incumbent shall also aid the Corporate Secretary with the provision of guidance on governance and compliance issues within the Corporation and its three (3) Subsidiary Companies. The incumbent is also required to support the Corporate Secretary's role to provide administrative support to the Board of Directors of the Corporation, Subsidiary Companies and Sub-Committees of the Boards as assigned by the Corporate Secretary.

WORKING RELATIONSHIPS:

- Reports to the Corporate Secretary.
- Works closely with Managing Director, General Managers, Divisional Managers, Securities Agencies, Service Providers and internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Provides advice and guidance to the Board and/or Management on corporate governance issues in accordance with the principles of good governance.
- Assists the Corporate Secretary in ensuring compliance of the Board of the HDC and its Subsidiaries with the requirements of relevant laws, statutes, rules and policies (e.g. Companies Act, State Enterprises Performance and Monitoring Manual).
- Reviews Notes to the Board, its Sub-Committees and Subsidiaries to ensure compliance with Company by laws, internal policies and processes and best practices prior to submission where applicable.
- Assists in managing official records and minutes of the Board, sub-committee meetings and Subsidiaries.
- Assists with managing the planning and execution of Board and Committee meetings.
- Follows-up with Senior Management on decisions arising from the meetings of the Board of the HDC, its Sub-Committees and its Subsidiaries, as directed.

- Assists in developing and monitoring compliance with the charters for each Sub-Committee of the Board.
- Takes accurate minutes at Board, Sub-committee and other meetings as scheduled or as directed by the Corporate Secretary.
- Collates information and/or documents reports, ensuring decisions are communicated to the relevant stakeholders, when necessary.
- Ensures execution and adequate reporting of action items as recorded, when necessary.
- Develops and maintains an efficient record keeping system.
- Manages multiple tasks/projects.
- Liaises with internal and external stakeholders; as required,
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor of Law Degree and Legal Education Certificate (LEC) qualifications from duly recognised institutions;
- Bachelor's Degree in Business Administration, Management from an accredited academic institution;
- Certification in Corporate Governance training from an accredited academic institution will be an asset; or
- Chartered Secretaries Qualifications and be registered member of the Institute of Chartered Secretaries.
- A minimum of two (2) years working experience in a Corporate environment of a large diverse organisation; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Working knowledge of the Companies' Act and other relevant legislation
- Working knowledge of construction law, including the application of standard forms of contract including the FIDIC form of contract
- Strong knowledge of databases and tracking systems.
- Ability to analyse complex corporate and business issues; identifying core factors quickly and accurately.
- Ability to be detail oriented.
- Ability to work outside normal working hours, if required;
- Ability to compose and prepare documents such as letters, memoranda and reports.
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Strong organisational, problem solving and time management skills.
- Excellent communication skills, oral, written and interpersonal.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.