



THE National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

Corporate Secretary (LEVEL 8)

Salary Range: \$5,198,035 – \$6,990,779 per annum

JOB SUMMARY

Under the general direction of the Board of Directors and administratively the Chief Executive Officer, the Corporate Secretary (Level 8) is responsible for ensuring that the integrity of the NCRA's Governance Framework is maintained, ensuring compliance with statutory and regulatory requirements, and ensuring that the decisions of the NCRA Board of Directors are implemented. The incumbent assists the Board of Directors to execute their responsibility to the Ministry and the NCRA in a manner that is embedded with good Corporate Governance and Corporate Social Responsibility and ensure compliance with GOJ policy guidelines. The Corporate Secretary is tasked with the responsibility to review all input and responses to the Board and must research and ensure correctness of content from all functional areas. In contributing to the foregoing, the Corporate Secretary plays an essential part in ensuring the prudent management of resources and that the organization fulfils its mandate of protecting consumers while facilitating trade.

KEY RESPONSIBILITIES

- Review all corporate governance arrangements or developments which might impact on the NCRA Board of Directors.
- Ensure that the NCRA Board of Directors are fully briefed on all governance matters.
- Provide advice and guidance to the NCRA Board of Directors on all matters of governance, statutory requirements, laws, regulations, risk, compliance, duties and responsibilities.
- Monitor changes in relevant legislation and advise the Board of Directors.
- Ensure that the Board of Directors and management remain compliant with applicable standards of corporate governance and have the necessary infrastructure to support the governance rationale and governance framework.
- Manage and compile content of the governance report component of the Annual Report.
- Ensure implementation of the deliverables of the Board of Directors as agreed with the portfolio minister.
- Convene meetings of the Board of Directors and sub-committees in compliance with regulatory requirements, including notice of meetings, agendas preparing meeting packages, dissemination of information, coordinating attendance at meetings and minute taking.
- Manage correspondence, collating information and writing reports, ensure decisions made and actions from meetings are communicated to the relevant Branches and Stakeholders.

- Support the implementation of all Board, Committee and Chief Executive Officer's decisions.
- Oversee the storage, maintenance, and retrieval of corporate documents to ensure secure access and safe keeping.
- Review meeting materials prior to presentation and ensure compliance with the company's document retention policy.
- Establish and maintain relationships with key stakeholders, Board, Committee Members, external regulators and advisors.

REQUIRED COMPETENCIES

- Excellent communication skills (written and oral)
- Excellent interpersonal skills
- Sound knowledge of approaches to effective corporate governance
- Good knowledge of effective management principles and practices
- Working knowledge of International Conventions relevant to the NCRA's activities
- Excellent planning and organizational skills
- Ability to work on own initiative
- Ability to participate effectively in the deliberations of the Board of Directors
- Proficiency in the use of the relevant computer applications

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's of Laws or
- B.Sc. in Public Administration or equivalent
- Certificate in Paralegal Studies or Governance would be an asset.
- Three (3) years experience in a similar capacity, preferably in a public body

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Adherence to confidentiality and ethical standards.
- Extended hours of work due to unpredictable exigencies
- Critical deadlines for completion of tasks

Applications must be submitted no later than **October 24, 2025** by email to:
humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.