CORPORATE SECRETARY

The Trinidad and Tobago Electricity Commission is inviting applications from suitably qualified and competent nationals for the above position.

JOB SUMMARY:

- Responsible for providing Corporate Secretarial services for the orderly conduct of official business through the performance of all the duties of Corporate Secretary to the Members of the Commission and designated Sub-Committees.
- Attends and records the minutes of all Board meetings, ensuring that same are disseminated accurately and in a timely manner.
- Guides and advises the Members of the Commission, Executive and other Managerial personnel on governance best practices, governance and compliance issues as well as the legal rights and obligations of the Commission under applicable laws of Trinidad and Tobago and the Commission's policies and procedures, in order to contribute to sound decision-making.
- Provides a proper interpretation of the Trinidad and Tobago Electricity Commission Act, By-laws and applicable government regulations that govern the Organisation's procedures and preserves a record of the Organisation's actions to ensure compliance with all requirements.
- Prepares the organisation's statements, certifications, etc. required for governmental bodies or agencies to ensure adequate representation of the organisation's affairs.

EDUCATION AND EXPERIENCE:

- A Bachelor of Laws (LLB) Degree issued by a recognised institution and a Legal Education Certificate (LEC) or Legal Practice Certificate (LPC).
- Admission to practice as an Attorney-at-Law in Trinidad and Tobago (i.e. a valid practicing certificate)
- Formal training as evidenced by certification at the level of Administrative Professional Secretaryship (APS) or Administrative Corporate Secretaryship (ACS) or the equivalent will be an asset.
- A minimum of eight (8) years' experience in a similar function, five (5) years of which should have been at middle management.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Extensive knowledge of the Commission's Act, By-Laws and Regulations as well as contract law.
- Well-developed knowledge of the Commission's Policies and Guidelines.
- Knowledge of regulatory compliance and ability to interpret and apply complex legal standards and corporate governance principles.
- Sound interpersonal, negotiating, analytical and interpretative judgement skills.
- Strong organisational skills, discretion, high ethical standards, exceptional written/verbal communication and an acute attention to detail.
- High levels of integrity and confidentiality.
- Ability to work independently and manage competing deadlines.
- Proficiency in computer software programs.

SALARY:

Salary, terms and conditions of employment shall be in accordance with those determined by the Members of the Commission for Executive positions.

Interested candidates should address an up-to-date résumé to:

CHIEF HUMAN RESOURCES OFFICER
Trinidad and Tobago Electricity Commission
#63 Frederick Street, PORT-OF-SPAIN
or

CLICK HERE TO SUBMIT YOUR APPLICATION

Closing date for applications is

Wednesday 25th November 2026

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED.

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION