



Office of the Executive Director Corporate Secretary

Job Accountability

Position Summary

Job Title:	Corporate Secretary
Job Grade:	Level 8
Department:	Executive Office

SLB Mission and Vision

Mission	To provide access to affordable financing to students pursuing tertiary education, thereby contributing to national development.
Vision	The benchmark institution of choice for financing tertiary education for Jamaicans.

Overall Accountability

Accountable to	✓ Board of Directors (directly), Executive Director (indirectly)
Accountable for	✓ N/A
Overall Accountability Statement	✓ The Corporate Secretary is accountable for the effective and efficient corporate governance guidance and support to the Bureau's Council and Committees ensuring that the SLB meets its legal, regulatory and compliance requirements in order that SLB achieves its Mission, Vision and Major Targets in a sustainable manner.
Authority to	✓ Sign and execute official documents on behalf of the Bureau ✓ Custodian of the SLB Company Seal

Performance Objectives, Indicators and Weighting

1. # Working Days before Board and Committee Meetings that all relevant Papers are submitted
2. % Adherence to Corporate Filing and Reporting Schedules
3. % adherence to the preparation of the Annual Report.
4. % Adherence of the Council and Committees to established policies and guidelines.
5. % Adherence to the Director Fee Payment Schedule
6. Day after month end that Corporate Secretariat Performance Scorecard submitted to the Board Chairman.

Duties and Responsibilities

Planning

1. Contribute to the development of the Bureau's annual strategic planning process, resulting in the strategic plan, performance scorecard and budget.
2. Update, in conjunction with Council Chair, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
3. Develop, in conjunction with the Council Chair, own individual development plan arising from the performance review process.

Execution

4. Schedule and make the necessary arrangements for Board and Committee Meetings, including the accurate and complete preparation and circulation of previous meeting minutes and other relevant documents, ensuring members are well prepared for such meetings.
5. Develop framework for training new and existing Board members at agreed intervals.
6. Coordinate the training of Board members in respect of the regulations that are in force from time to time.
7. Maintain appropriate meeting and attendance records, ensuring accuracy and completeness.
8. Prepare, organize and maintain records of the Board and committee meetings, ensuring completeness and accuracy.
9. Monitor the performance of the Board to ensure compliance with the relevant regulations and legislations.
10. Develop, review and constantly improve the reporting format for all Board and Committee meetings.
11. Undertake any research or other instructions assigned by the Council or Committees, ensuring timely completion and accuracy.

12. Provide corporate governance information and assistance with respect to Board activities, procedures and records, ensuring compliance with established guidelines.
13. Execute required legal and governance filings, ensuring the Bureau complies with required governing legislations,
14. Provide custodial services of the Students' Loan Bureau's seal book and corporate seal, affixing the seal to documents as required, ensuring proper custody and use of the seal.
15. Plan and organize the annual Council Retreat in collaboration with Strategic Services.
16. Provide information and continuous development to all Council members, including orientation of new Members, ensuring all directors are well-informed and equipped to fulfil their roles.
17. Monitor the Students' Loan Bureau's Code of Conduct and Ethics, Board charter and other terms of reference, ensuring they are in line with required corporate governance guidelines.
18. Coordinate the annual performance evaluation process for the Board of Directors and its committees, ensuring a fair and comprehensive evaluation process.
19. Relay promptly Board and committee decisions which require action by management; and monitor response and planned dates for further reports to the Board and/or committee, ensuring timely action and communication.
20. Prepare appeal letters for the Appeal Committee, ensuring completeness and accuracy.
21. Coordinate the payment of fees to directors, ensuring proper payment records are maintained and that all payments made are in line with government requirements.
22. Represent the Bureau at meetings conferences and other forums as requested, ensuring effective representation and communication.
23. Perform other related assignments as required.

Monitoring and Reporting

24. Prepare the Corporate Secretariat monthly performance report, ensuring there are diagnoses and corrective actions for any performance variances.

Job Specification

Qualifications and Experience

- ✓ Bachelor's Degree in Law, Management or equivalent.
- ✓ Certificate/Diploma in Corporate Governance.
- ✓ Five (5) years' experience as a Corporate Secretary.

Specific Knowledge

- ✓ Applicable legislation and regulations.
- ✓ Corporate Governance policies and procedures.
- ✓ Contract Negotiations, Drafting & Interpretation.
- ✓ GOJ Procurement Guidelines and Procedures Applicable legislation and regulations.

Core Competencies

- ✓ Oral and Written Communication
- ✓ Customer and Quality Focus
- ✓ Methodical
- ✓ Analytical Thinking
- ✓ Problem Solving and Decision Making
- ✓ Initiative
- ✓ Planning and Organizing
- ✓ Job Knowledge
- ✓ Interpersonal Skills
- ✓ Use of Technology

Working Conditions

- ✓ Normal office environment.
- ✓ Working hours may be long and irregular.

Validation and Commitment

This document is validated as an accurate and true description of the job when agreement and commitment are signified below.

I commit to providing the necessary support to archive the requirements outlined.

Approved by: Chairman of the Board

Signature

Date

I have received, read, fully understand and commit to the requirements of the job as outlined.

Received by: Corporate Secretary

Signature

Date

Human Resource Department

Date