



NATIONAL TRANSPORT CORPORATION

JOB SPECIFICATION

Post: **CORPORATE SECRETARY**

Salary: **Negotiable.**

Qualifications: A. By selection from among candidates who possess -

- (i) a degree in Law or Management or a degree the major part of which should be Law from a recognised Institution; and
- (ii) a Master's degree in Law or Management from a recognised institution.

OR

Equivalent qualifications to A(i) and A(ii) above acceptable to the Board of the National Transport Corporation.

B. Candidates should –

- (i) reckon at least two years' post-qualification experience in a similar position;
- (ii) have a track record to demonstrate commitment to the provision of high services;
- (iii) possess good interpersonal and communication skills;
- (iv) possess organisation, problem-solving, negotiation, multi-tasking and planning skills;
- (v) be conversant with Microsoft Office applications;
- (v) be computer literate; and
- (vii) be discrete and mindful of processing and confidentiality concerns.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible to the General Manager for the efficient and effective management of the Corporation's Secretarial Section.

Duties:

1. To be the Secretary of the Board and its Committees and prepare Board and Subcommittee papers.
2. To advise the General Manager on compliance with the National Code of Corporate Governance.
3. To review research papers, analyse reports and briefs with a view to develop innovative approaches to problem solving and project evaluation.
4. To formulate, maintain and implement adequate administrative procedures and advise on Administrative/Finance and Human Resource matters.
5. To be responsible for –
 - (i) preparing minutes of meeting of the Board and its Committees and other meetings chaired by the General Manager;
 - (ii) making all arrangements for scheduling, preparing and planning Board Meetings;
 - (iii) the keeping of minutes and records of the decisions and deliberations of the Board in a well-classified manner; and
 - (iv) to follow-up the implementation of the decisions of the Board and report accordingly.
6. To be responsible for drafting contracts.
7. To liaise with legal representatives of the Corporation to prepare court and other related cases.
8. To advise the General Manager on legal matters/issues and to ensure that all Board's decisions and actions comply with legal requirements and the Corporation's by laws.
9. To represent the Corporation in Courts, Tribunals and other Institutions.
10. To assist in the design and content of the Annual Report, particularly in the areas of corporate governance and compliance.
11. To ensure that the right information is properly disseminated to all stakeholders.
12. To handle the logistics of the parent and subsidiary Board meetings in a virtual business environment, where necessary.

13. To ensure that confidentiality and security norms are adhered to.
14. To oversee the orientation, training and briefings of new members of the Board and Committees.
15. To use ICT in the performance of his duties.
16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Corporate Secretary in the roles ascribed to him.

Approved: 20 June 2025

