

CARIBBEAN BROADCASTING CORPORATION
VACANCY

Board Secretary

The Caribbean Broadcasting Corporation is seeking to recruit a suitably qualified individual who will be responsible for all corporate secretarial and legal duties.

The successful candidate must have an acute knowledge of the laws of copyright, defamation, labour and contracts to fill the position of **Board Secretary**. The candidate should have vision, be confidential, assertive and possess profound interpersonal and administrative skills. The candidate should also have experience interacting at Board level.

The successful candidate will be required to:

- Draft and peruse contracts.
- Participate in the preparation and negotiation of contracts on behalf of the Corporation.
- Advise on all legal matters pertaining to copyright, labour and broadcasting legislation, policies and contracts of the Corporation.
- Assist the General Manager in strategic and operational planning.
- Attend Board meetings, take minutes and advise the Board on legal matters.
- Coordinate the compilation of the Annual Report
- Prepares position papers for the Board of Management.
- Prepare and submit for the Board's approval, all Minutes of the Board of Directors' Meetings, legislation and to be Secretary to the Board.

The candidate should possess the following competencies:

- Thorough knowledge of the laws of copyright, labour, defamation and contract.
- Thorough knowledge of telecommunications regulations.
- Sound knowledge of the Corporation's policies and procedures.
- Sound knowledge of labour relations.
- Working knowledge of safety policies and procedures.

Qualifications and Experience:

- An LLB degree plus a minimum of **three (3) years' experience** as an Attorney-At-Law.
- ICSA Designation would be an asset.
- Profound knowledge of personnel policies and human relations skills.
- Sound administrative and managerial skills including oral and written communication.
- Advanced negotiating skills.

All applications, accompanied by curriculum vitae and the names and addresses of two referees, should be forwarded under confidential cover on or before **17th September, 2018** to:

Board Secretary Vacancy

The Chairman

The Board of Management

Caribbean Broadcasting Corporation

The Pine, St. Michael, Barbados

Or via email to: executivevacancy@cbc.bb