



Applications are invited for the position of:
Executive Secretary

The postholder provides administrative support to the NRA Board of Directors and Managing Director.

Principal Accountabilities: (see JD for full review)

- Provides secretarial services to the Board, including the timely distribution of minutes and the communication of decisions for action to the members of the Board, its sub-committees, and responsible officials.
- In consultation with the Chairman, prepares and finalizes agendas, ensures that supporting documentation is available, and distributes such to Directors and Officers in advance of meetings.
- Supports the Board and its subcommittees by preparing full Minutes, obtaining the Chairman's approval, and maintaining the official Minutes of the Board and its subcommittees.
- Records and files decisions, resolutions, orders, policies, and rules made by the Board.
- Conducts email ballots of the Directors on important and urgent matters, records, and informs members and officials of the decision.
- Completes a broad variety of administrative tasks for the MD.

Qualifications, Experience, and Skills: (see JD for full review)

- The post holder should possess an Associate's degree in a relevant field with 2 to 4 years of experience OR possess a comparable Secretarial Diploma, with 5 years of experience.
- Computer literacy, including proficiency in Microsoft Word, Excel, and PowerPoint, is essential.
- Proven minute-taking skills.
- Excellent communication skills, both written and verbal, are required. The post holder must be mature and able to work under pressure.
- A valid Cayman Islands Driver's license is essential.
- Must have good organizational and interpersonal skills.
- Familiarity with basic research methods and reporting techniques.
- Must be courteous and professional in dealing with the general public and other Departments.
- Good work attendance, telephone manners, dependability, and confidentiality are essential.

The NRA provides a competitive compensation package, which includes pension and health insurance benefits. The salary range for this position is **CI \$46,944 – CI \$63,120**, based on qualifications and experience.

The NRA application form and detailed job description (JD) can be accessed online at www.caymanroads.com. Interested Caymanian applicants are invited to submit their completed application form and resume in confidence by **January 24th, 2025**, to:

Chief HR Officer
National Roads Authority
P.O. Box 10426
Grand Cayman, KY1-1004, Cayman Islands
Email: Recruitment@nra.ky