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| **Position Title:** | Board Secretary | |
| **Level and Salary:** | Level 3 | $25,038 to 37,232 |
| **Section/Employer** | Executive | Tuvalu Fisheries Authority |
| **Location:** | Funafuti | |
| **Reports to:** | Managing Director | |
| **Supervises** |  | |

**Position summary:**

The Board Secretary is responsible to the Managing Director for ensuring the smooth and effective operation of the Board of Directors.

**Main responsibilities**:

The purpose of the position is to provide all necessary services to the TFA Board, meet governance requirements and oversee the appointment of the Board. The Board Secretary is expected to work closely with TFA senior staff to ensure that Board decisions are implemented and provide executive support to the Managing Director.

**Main duties:**

Under the supervision of the Managing Director:

1. Provide a complete secretariat service to the Board, including:

* develop the Board’s meeting agenda and clear Board papers in consultation with Senior Officers
* record Board deliberations in minutes and follow up on Decisions
* record and monitor correspondence, outcomes and actions required for and resulting from the Board’s responsibilities
* manage travel, venue and logistic arrangements for Board meetings
* manage induction and training of new board members.

1. Liaise with the Deputy Director (Corporate), Finance and HR Managers on corporate governance matters
2. Provide corporate governance advice to the Board and Management, including analysis, policy development and coordination of responses to reviews.
3. Monitor risk management reporting to the Board.
4. Collate and maintain Board related reporting requirements including annual reports, corporate plans, and other key documents.
5. Draft submissions to Cabinet from the Board in consultation with the MD and Minister.
6. Provide support to the Managing Director and his leadership within the Executive Section and undertake any other duties assigned by the Managing Director.

**Special Conditions**

* The Board Secretary will have access to sensitive and confidential material and must be able to exercise discretion.

**Person Specifications:**

*Essential minimum requirements:*

Qualifications/experience

* A degree level qualification in business administration, public administration or law;
* At least 5 years’ experience in a senior Government or non-Government role which involves preparing high level documents and reports for policy makers.

Skills and Abilities

* Proven communication, liaison and negotiation skills with excellent written and spoken English.
* Demonstrated strategic thinking and planning skills.
* Demonstrated understanding of administrative law, public sector governance and government processes.
* High level administrative skills including the ability to plan, manage multiple tasks, set priorities and meet deadlines without compromising quality and accuracy.
* An understanding of natural resource management issues, preferably as they relate to fisheries management.
* An understanding and commitment to TFA’s vision, mission and values.

**Other information:**

All permanent staff of the Authority will be engaged on a 3 year contract with renewal subject to performance. The retirement age of the Authority is 60.

*It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*