

NATIONAL ROADS AUTHORITY JOB DESCRIPTION

Job Title: Executive Secretary
Grade M: \$44,700 - \$60,108
Section: Administration

Job Holder:
Reports to: Managing Director / CHRO

1. JOB PURPOSE

To provide high level administrative support to the Chairman, NRA Board of Directors and the Managing Director.

2. DIMENSIONS

The NRA provides a variety of services:- transportation, planning, operations, engineering – including road construction and maintenance. It is supported by general service providers such as finance, administration and HR. The post-holder contributes to the organizational effectiveness of the NRA by providing direct services to the Chairman, the Board of Directors as well as back office functions to all sections as required.

3 PRINCIPAL ACCOUNTABILITIES

- Provides the Board of Directors with notices of meeting times, venues and obtains items for the Agendas.
- 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.
- Support the Board and its subcommittees by preparing full Minutes, obtaining the Chairman's approval and maintaining the official Minutes of the Board and its sub-committees.
- 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.
- Records and files decisions, resolutions, orders, policies and rules made by the Board
- Conducts e-mail ballots of the Directors on important and urgent matters, records and informs members and officials of the decision
- Maintains a record of Director's attendance and advises the Chairman on any relevant issues concerning member's attendance
- Makes travel arrangements for Directors and ensures that subsistence and Directors' fees are paid.
- Monitors actions arising and matters outstanding from previous meetings and ensures that position reports are submitted
- Provides administrative/secretarial support to the Managing Director and Deputy Managing Director all levels of management as requested.

- Assist with organizing public meetings with the potential for attendance required.

PA to the MD

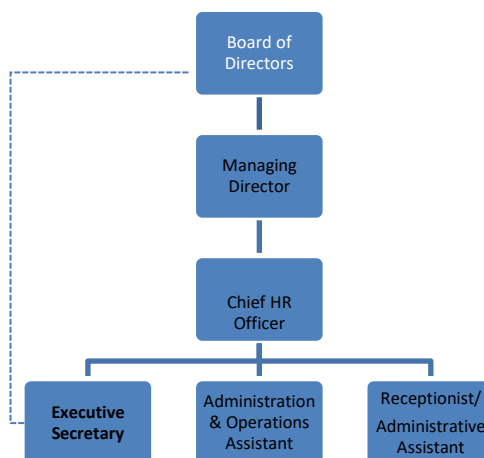
Completes a broad variety of administrative tasks for the MD including:

- managing an extremely active calendar of appointments;
- completing expense reports;
- Communicating with external stakeholders on behalf of the MD.
- Researching, drafting and disseminating press releases and other correspondences
- Coordinate with other administrative team members to arrange travel
- Completes as required a broad variety of administrative tasks for the MD;
- Attend meetings and take minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)

Administrative Duties

- Provides administrative/secretarial support to all levels of management as requested.
- Provides occasional cover for the Receptionist as required.
- Assist with social committee and other assignments that may be required.

4. ORGANIZATIONAL CHART



5. BACKGROUND INFORMATION

The National Roads Authority is the Statutory Authority responsible for planning design construction and maintenance of all Government roads, car parks and any other projects that may be assigned.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

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

Competencies

Delivering the Service – Takes a methodical approach to work, prioritizes tasks effectively, and consistently meets deadlines in order to provide an excellent service.

Improvement & Change – Demonstrates a positive attitude to change and contributes to new ideas and improved ways of working. Looks to continually improve service.

Proving Excellent Customer Service – Maintains a professional approach and presents a positive image to internal and external people when representing self and the NRA. Makes every effort to ensure the experience people have of the NRA is positive and productive.

Team Working – Works well with colleagues inside and outside the team. Looks beyond boundaries of own job to support others, sharing knowledge and contributing to a positive team spirit.

Communicating – Communicates appropriately, openly and effectively.

7. ASSIGNMENT AND PLANNING OF WORK

The work is generated through the statutory requirements contained in the NRA Act and the Public Authorities Act and reflect setting strategic direction for the NRA and through the review by the Board of the Managing Director's monthly reports. Work is also generated through the number of Board and sub-committee meetings which occur monthly and ad hoc respectively.

8. SUPERVISION OF OTHERS

The post holder is not required to supervise others.

9. OTHER WORKING RELATIONSHIPS

The post holder will be seen as a representative of the NRA and will be required to be a goodwill ambassador to daily contacts in the public and private sectors. He/she will work and communicate with Ministers, Ministry representatives, Civil Servants and in particular liaise with the Senior Officers of the NRA.

In particular as Information Manager, the post holder liaises with the Deputy Managing Director on matters pertaining to FOI.

10. DECISION MAKING AUTHORITY AND CONTROLS

Organizes own work, sets priorities, meets critical deadlines.

11. PROBLEM / KEY FEATURES

No issues of significance.

12. WORKING CONDITIONS

Must be able to work in an open-plan office.

Job Description approved by: _____ **Date:** _____

Job Holder: _____ **Date:** _____
(Print Name in Capital)

Signature: _____ **Date:** _____