

Aruba Ports Authority N.V. (APA) | Board Secretary

Background Information

Aruba Ports Authority N.V. ("APA") is a state-owned enterprise responsible for the operation, management, and development of the Port of Aruba. APA and its subsidiary company, Aruba Ports Development N.V. ("APD"), operates under the regulatory framework of the Civil Code of Aruba, the Corporate Governance Code Aruba, and the Articles of Association of APA and APD. APA employs approximately 80 staff members and reports on its activities and finances to the Supervisory Board and the General Meeting of Shareholders (Algemene Vergadering van Aandeelhouders, "AVA").

On behalf of APA, Deloitte Dutch Caribbean is seeking candidates for the position of Board Secretary.

Board Secretary

The Role

As Board Secretary, you will support the integrity, legality, and procedural correctness of decision-making within the Supervisory Board and the AVA. The role is supportive, advisory, and procedural in nature, without decision-making authority. You will report functionally to the Supervisory Board via the Chair of the Supervisory Board. You will ensure that governance processes are properly structured and prepared, and you will advise on and safeguard compliance with the Articles of Association of APA and APD, the Civil Code of Aruba, and the Corporate Governance Code Aruba.

Key Responsibilities

You will maintain the governance calendar, structure Supervisory Board agendas, and review documents and resolutions for legal compliance. You will prepare accurate minutes, maintain resolution registers, and monitor quorum and voting requirements. In addition, you will draft AVA resolutions and explanatory memoranda, advise the Supervisory Board on governance best practices, and monitor the implementation of Board and AVA resolutions. You will also monitor the follow-up of audit findings, maintain a secure archive of governance documentation, and design and implement a governance document management system.

Your Profile

You hold a Master's degree in Law, Corporate Law, Governance, or Business Administration (or a Bachelor's degree combined with substantial relevant experience). You bring a minimum of 5 to 7 years of relevant governance experience, including experience with Supervisory Board and AVA resolutions, state-owned enterprises, and governance documentation systems. You have strong knowledge of corporate law and Good Corporate Governance. You are analytical, politically astute, and act with integrity and independence. You are resilient under pressure, an effective communicator, and able to bring people together, with strong interpersonal sensitivity and proven stakeholder management experience.

The Offer

APA offers appropriate remuneration in accordance with APA's applicable guidelines. The Board Secretary position is a full-time role based on a 40-hour working week.

Application Procedure

Deloitte Dutch Caribbean will facilitate this application procedure on behalf of APA. For further information, please contact Ms. Andreina Koolman, Business Analyst at Deloitte Dutch Caribbean, via hrm@deloitte.cw or by telephone at (+297) 593 0006. Please email your application letter and CV **before August 23rd, 2026** to hrm@deloitte.cw. You will receive an acknowledgement of receipt within three working days. An assessment and a security screening may form part of the selection procedure. Your application will be treated in strict confidence.