

Director 2 (GMG/SEG 2)
Commodities – Commerce Unit

Summary Duties

This post falls under the general supervision of the Director of Commerce; the incumbent directs and supervises the operations of the Unit with responsibility for technical aspects of the Ministry's work, including research, product monitoring and trade facilitation in domestic, regional and international markets. The Director provides guidance for a functioning unit which deals with the monitoring of production, imports and issues that impact quality, supply and prices.

Responsibilities and Duties

- Work with relevant stakeholders and subsectors (National, International) to establish and maintain a framework conducive to data collection, analysis and dissemination.
- Supervise the input of data into the database and dissemination via the Ministry's web site in a timely manner.
- Examines and refines information, analyses and report on the effects of global market trends on the domestic economy (micro and macro).
- Identify and indicate areas that may need special or urgent attention to improve efficiency and/or effectiveness.
- Provide detailed on-the-job training for existing and new staff when deemed necessary.

Required Competencies

- Good interpersonal skills
- Ability to conceptualize research issues quickly, be analytically insightful and effectively communicate results in a logical, efficient and timely manner
- Good oral and written communications and presentation skills
- Proficient in Microsoft Access, Excel, Word and PowerPoint
- Project evaluation
- Excellent quantitative skills
- Excellent problem solving and analytical skills

Minimum Qualifications and Experience

- B.SC. Degree in Economics, Management, Engineering or other development-related discipline. Postgraduate degree in relevant field would be an asset.
- Three years or more professional experience

**Salary will be paid in accordance with Government scale –
\$ 1,524,969.00 - \$ 1,812,709.00**

SUBMISSION OF APPLICATIONS

Applications should be submitted by: January 22, 2010

The Permanent Secretary
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5

Please note that only short-listed applicants will be contacted.