



Ministry of Industry Investment & Commerce

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Industry Division.

Director, Manufacturing & Incentive Monitoring (GMG/SEG 3) – Not Vacant

Salary Range: \$5,198,035-6,990,779 per annum

JOB PURPOSE

Under the general supervision of the Director- Industry Division, the incumbent has the responsibility of providing assistance in guiding the strategic direction of the Industry Division. The incumbent is expected to provide policy advice aimed at improving the productive sector (manufacturing and services sectors), and the development of emerging industries. The incumbent is also expected to engage in the evaluation of existing measures including policies/ programmes/ projects with a view to safeguarding key stakeholder interests and improving the business environment that will help to drive development of the productive sector, economic diversification, and boost economic growth.

KEY OUTPUTS

- Policy advice related to the productive sector.
- Technical analysis of documents (policies, programs, projects, strategies etc.) related to the productive sector.
- Stakeholder sensitization sessions, policy consultations, and other fora executed.
- Strategic linkages identified and facilitated between the Industry Division and other Ministries, Departments and Agencies to ensure policy cohesion.
- Technical briefs, reports, strategies, and other special documentation appropriately prepared and submitted as directed.
- Policy/ Cabinet documents developed as prescribed by the Cabinet Office (including Cabinet Notes, Cabinet Submissions and Ministry Papers as required)

ADMINISTRATIVE RESPONSIBILITIES

- Coordinate and provide guidance in the preparation of the Division's Strategic Business Operational Plan, and Unit Plan
- Provides leadership and guidance to direct reports through effective planning, delegation, and communication
- Staff performance evaluated and assessed

TECHNICAL/ PROFESSIONAL RESPONSIBILITIES

- Leads the development of policies/ programmes relevant to the productive sector (including emerging industries).
- Leads in coordinating the preparation of technical documents, providing analysis and advice to internal and external stakeholders.



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- Ensures timely and well-prepared submissions requiring policy decisions/ approval, are made to relevant approval bodies, e.g. Cabinet, and its sub-committees.
- Keeps abreast of developments in local and foreign markets to guide the development of existing or new industries.
- Maintains relationships with key stakeholders and partners in managing the policy interventions (including systems and/ or mechanisms designed to liaise with and support assigned agencies).
- Leads in the preparation of the Division's Strategic Business Plan and Operational Plan.
- Provides technical inputs in the preparation of Minister's speeches and other high-level presentations, as is required.
- Provides technical support as needed to the Directors of Manufacturing and Services, Senior Director of Industry Division, Chief Technical Director, and Permanent Secretary.
- Represents the Ministry at meetings, seminars, workshops and other activities as required.
- Performs other related duties that may be assigned.

HUMAN RESOURCE RESPONSIBILITIES

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary
- Engages in conflict resolution
- Participates in the recruitment of staff for the Industry Division as required and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures

PERFORMANCE STANDARDS

- Accurate and comprehensive policy advice and input provided within agreed timeframe.
- Technical analysis of documents related to a range of portfolio subject matters completed within the required timeframe.
- Stakeholder sensitization sessions, policy consultations, and other fora executed as per required specifications.
- Strategic linkages identified and facilitated between the Industry Division and other Ministries, Departments and Agencies in accordance with Ministry strategic objectives.
- Technical Briefs, reports, strategies, and other special documentation appropriately prepared and submitted within the required timeframe and specification.
- Policy/ Cabinet documentation developed in accordance with Cabinet Office and submitted within the required timeframe
- Staff performance evaluated and assessed within the required timeframe

REQUIRED COMPETENCIES

Core	Level	Technical	Level
Integrity	3	Knowledge of Trade Agreements relating to the Service Sector	3
Oral & Written Communication Skills	3	Knowledge of Research Methodology	3
Presentation Skills	3	Report Writing Skills	3
Leadership Skills	3	Problem Solving and analytical Skills	3
Teamwork & cooperation	3	Use of Technology	3



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Core	Level	Technical	Level
Goal/Results Oriented	3	Knowledge of Issues affecting the Service Sector	3
Customer Service Skills	3	Knowledge of Trade Agreements relating to the Manufacturing/ Trade in Goods	3
Interpersonal & Networking Skills	3	Knowledge of Issues affecting the Manufacturing sector	3
Initiative	3	Knowledge of GOJ's policies relating to the productive sector	3
		Knowledge of the GOJ policy development process	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First degree in Economics, Business Administration/Management or in a related field
- At least two (2) years' experience in a middle management position
- Demonstrable experience in policy development

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Occasional need to travel on Government Business/Workshops (local and overseas)
- Ability to work within tight deadlines while maintaining high standards of work

**Applications accompanied by resume should be submitted no later than
November 29, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue Kingston 5
Email: hrm@miic.gov.jm**

**Please note that we thank all for responding, but only short-listed applicants will be
contacted**