



Ministry of Industry Investment & Commerce

CAREER OPPORTUNITY

Suitably qualified persons are invited to apply for the following positions in the Ministry of Industry, Investment and Commerce:

OFFICE OF THE PERMANENT SECRETARY

- **Research and Policy Analyst (GMG/SEG 3)/ (Pay Band 9) - Vacant**
Salary Range: \$5,198,035-6,990,779 per annum

OFFICE OF THE CHIEF TECHNICAL DIRECTOR

- **Principal Director, Trade, Investment and Commerce (GMG/SEG 6)/Pay Band 12 - Vacant**
Salary Range: \$9,401,821-\$12,644,404 per annum

INDUSTRY DIVISION

- **Director Manufacturing and Incentives Monitoring (GMG/SEG 3)/Pay Band 9) - Not vacant**
Salary Range: \$5,198,035 - 6,990,779 per annum

POLICY, PLANNING, PROJECTS AND RESEARCH DIVISION

- **Senior Secretary (OPS/SS 3)/Pay Band 5 - Vacant**
Salary Range \$1,711,060 - 2,301,186 per annum

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT BRANCH

- **Director, Human Resource Management (GMG/SEG 3)/Pay Band 9) - Vacant**
Salary Range: \$5,198,035 - 6,990,779 per annum

**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.

OFFICE OF THE PERMANENT SECRETARY

Research and Policy Analyst (GMG/SEG 3)

JOB PURPOSE

Under the general supervision of the Permanent Secretary, the Research & Policy Analyst is responsible for coordinating and monitoring the development and implementation of special projects, technical-related policies, plans and programmes, as well as the strategic development and maintenance of a comprehensive dashboard and research database for the MIIC, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

KEY OUTPUTS:

- ✓ Quality research and reports produced in a timely manner.
- ✓ Statistical information provided.
- ✓ Statistical database developed and maintained.
- ✓ Assessment Reports on special projects and select programmes completed in a timely manner.
- ✓ Presentations prepared in a satisfactory manner.
- ✓ Advice ascertained from MDAs.
- ✓ Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed.
- ✓ Responses to queries from the Auditor General's Department, Public Procurement Commission and Integrity Commission as well as responses to questions from the House of Representatives and Motions from the Senate monitored.
- ✓ Cabinet Submissions and Ministry Papers prepared.
- ✓ Annual and statutory reports examined and quality assured.
- ✓ Position papers, reports, briefs and meeting agendas prepared and submitted.
- ✓ Reports analysed to satisfactorily respond to queries.
- ✓ Communication, information, and records management system developed, implemented and maintained.
- ✓ Operational and Unit Plans prepared
- ✓ Budget prepared
- ✓ Speeches and Speaking Notes prepared.
- ✓ Procurement requisitions and supporting documents reviewed.

KEY RESPONSIBILITY AREAS:

Management/Administrative

- Monitors and provides reports advising on specific statistical matters in relation to the Ministry and portfolio agencies of the Ministry.

- Liaises with other allied research and policy organizations.
- Prepare Ministry presentations on behalf of the Permanent Secretary.
- Assist with the preparation of productivity and performance reports on special projects and programmes.
- Assists with the creation and maintenance of the Ministry's dashboard, key achievements, and databases in conjunction with the
- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office.
- Prepares the annual Budget for the Executive Office.
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary.
- Participates in reviewing and assessing the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated.
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action.
- Guides the development and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Permanent Secretary's Office.
- Liaises with project owners and teams across the Ministry and portfolio entities to ascertain project updates.
- Assist with the implementation, monitoring and evaluation of Special Projects and Programmes.
- Proactively prioritizes conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion.
- Assists with the coordination of senior and other management team meetings.
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

Technical/Professional

- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required.
- Assist with analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to/from MDAs for comments, reports, and briefs for the attention of the Permanent Secretary.
- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry.

- Monitors responses to queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in its portfolio agencies and ensures the provision of prompt and accurate information and data.
- Provides assistance with the Monitoring of responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information.
- Provides assistance with examining and assuring the quality of submissions to the Cabinet on behalf of the Ministry and its portfolio Departments and Agencies.
- Assists with the preparation of Cabinet Submissions and Ministry Papers for onward submission to the Permanent Secretary and the Chief Technical Director.
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies.
- Examines and quality assures documents prepared by MDAs for the signature of the Permanent Secretary.
- Researches, prepares and submits position papers, reports, briefs, and meeting agendas as required.
- Research data effectively addresses queries at all times
- Responds to queries by analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to/from MDAs for comments, reports, and briefs for the attention of the Permanent Secretary.
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions.
- Participates in the preparation for visits by regional and international officials as required at the level of the Ministry.
- Prepares speeches and speaking notes as requested by the Permanent Secretary.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary
- Responds generally to the demands of the Office of the Permanent Secretary.

KEY INTERFACES:

<i>Internal</i>	<i>Purpose</i>
Permanent Secretary	Guidance and work assignment
Chief Technical Director – Portfolio Management, Progress Reporting and Special Projects	Guidance and work assignment
Senior Directors	Requests for information and dissemination of information pertinent to technical matters
Directors, Managers and Staff	Requests for information and dissemination of information pertinent to technical matters
Principal Finance Officer	Issues/matters with financial implications

<i>External</i>	<i>Purpose</i>
Permanent Secretaries, CTDs, Heads of Departments and Agencies in the Public Sector	Clarification on submissions, provision and receipt of information, reports, documentation.

PERFORMANCE STANDARDS:

- Quality and/or level of management and implementation given for special projects and programmes.
- Communication, information and records management system developed, implemented and maintained in keeping with the Government of Jamaica's Records and Information Policy.
- Advice given to the Permanent Secretary and/or Chief Technical Director is accurate and based on well-researched facts.
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed in keeping with set requirements.
- Responses to queries from Auditor General's Department, Public Procurement Commission and Office of the Integrity Commission as well as responses to questions from the House of Representatives and Motions from the Senate monitored are based on well-researched facts and provided within the agreed timeframe.
- Operational and Unit Plans prepared in required format and in keeping with the Ministry's goals and objectives.
- Submissions to the Cabinet are examined and quality assured in the required timeframe.
- Cabinet Submissions and Ministry Papers prepared and submitted in the required format and timeframe.
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs are well researched and submitted within agreed timeframes to required standards.
- Reports analysed to satisfactorily address queries in the required timeframe.
- Speeches and Speaking Notes prepared and submitted in the required timeframe.
- Procurement requisitions and supporting documents reviewed in the required timeframe and are in alignment.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the working environment at all time
- Established deadlines, targets and quality standards are consistently met.

Core	Level	Technical/Functional	Level
Communication	4	Use of Information and Communications and Technology	3
Written Communication	4	Legislation, Regulations and Policies	4
Teamwork and Cooperation	3	Research Methodology	4
Interpersonal Skills	3	Policy Development	3
Initiative	3	<ul style="list-style-type: none"> ➤ Ability to think and act strategically across a wide range of functions. ➤ Ability to multitask, work under pressure and meet tight deadlines. ➤ In-depth, up-to-date knowledge of government's priorities of the day. ➤ Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations. ➤ Ability to interface with senior government officials both locally and internationally. ➤ Demonstrates sound personal and professional integrity reflecting high ethical and moral values. ➤ High level of confidentiality, diplomacy and initiative. ➤ Good knowledge of government's systems and related operational policies. ➤ Knowledge of international best practices. 	
Client and Quality Focus/Commitment to Service Quality	2		
Compliance	3		
Adaptability	2		
Integrity	4		
Methodical	2		
Problem Solving & Decision Making	4		
Planning & Organizing	2		
Goal/Result Oriented	2		
Confidentiality	4		
Managing Partners & External Relations	4		
Analytical Thinking	3		

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Knowledge of project manage principles and techniques
- Ability to use ICT tools and software.
- Knowledgeable about processes for developing and effecting legislation, regulations and government policies.
- Ability to conduct research.
- Knowledgeable about policy development.
- Excellent problem-solving and analytical skills.
- Excellent oral and written communication skills.
- Teamwork and cooperation.
- Excellent interpersonal skills.
- Adaptability, Integrity, and Confidentiality.
- Methodical, detail-oriented, goal and results-oriented.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in the Social Sciences including: Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- At least four (4) years' related middle-management experience in the public or private sector, in an organization of similar size and complexity.

WORKING ENVIRONMENT:

- May be required to work beyond regular working hours
- Typical office environment, no adverse working conditions.
- Maybe required to travel locally and overseas in the execution of official duties.

AUTHORITY:

- To receive and provide information on behalf of the Permanent Secretary.
- Re-route calls and correspondence.
- Check documents for accuracy.

OFFICE OF THE CHIEF TECHNICAL DIRECTOR

Principal Director, Trade, Investment and Commerce (GMG/SEG 6)

JOB PURPOSE

Under the direction of the Chief Technical Director, the Principal Director is required to provide guidance and, leadership and monitoring of policy and legislative framework matters related to trade, investment and commerce as well as provide oversight for the implementation of all projects related to these portfolios. The Director will also develop and deliver strategies and programmes to promote export growth and increased investment and will build and leverage relevant high-level networks and relationships with local, regional and international partners and stakeholders.

KEY OUTPUTS

- Technical advice and inputs on a wide range of portfolio (Investment, Trade and Commerce) matters and any other subject areas provided.
- Technical analysis of documents related to on a wide range of portfolio (investment, trade and commerce) and or any other subject provided.
- Projects/milestones/targets met in accordance with agreed timelines.
- Technical/Special reports provided.
- Ministry Papers, Cabinet Submissions and other high level reports submitted.
- Agreed performance targets of the technical (commerce, trade and investment) managed.
- Human resources within the CTD Directorate managed in a harmonious manner and in accordance with the various legal and public sector requirements.
- Staff performance evaluated and assessed.

- Staff needs identified and addressed.
- Satisfied customers

TECHNICAL & PROFESSIONAL RESPONSIBILITIES

Technical/Professional:

- Develops and delivers investment attraction strategies to promote Jamaica as an ideal location for foreign direct investment and business development across priority industry and growth sectors.
- Supports Jamaican companies seeking to develop significant trade and investment opportunities.
- Leads engagement with relevant Ministries, Agencies and Departments, and regional and international organizations to provide input and delivery on market access barriers issues, internationalization of micro, small and medium-sized enterprises, and expansion of trade in services.
- Initiates, plans and manages activities to generate interest and awareness of the investment and business development potential for businesses.
- Schedules and participates in events, conferences, exhibitions, presentations, roadshows, and meetings to promote the country's interests in targeted economic sectors and its export strategies.
- Develops and maintains relevant high-level professional networks and relationships in local, regional and international markets for the benefit of Jamaican businesses, agencies, institutions, and organizations.
- Provides guidance on trade related inquiries around agreed major trade opportunities.
- Identifies issues that inhibit access to regional and international markets for Jamaican exporters and investors and communicate these barriers to relevant organizations.
- Actively apply sound business practices and maintain accuracy of information in all interactions to deliver accurate and timely reporting and effective relationship management.
- Utilizes networks and relationships to facilitate business relationships between Jamaica and local and international agencies, institutions, and companies.
- Leads consultations on trade, investment and commerce related policies, programmes and legislation with stakeholders at a national, regional and international level, in keeping with GOJ policies.
- Oversees the monitoring of assigned agencies with the Ministry's to ensure compliance with GOJ's policies and guidelines as well as compliance with the public investment and procurement framework with respect to investment projects.
- Prepares and reviews Cabinet Submissions, Notes, Briefs, Reports and Position Papers to facilitate the implementation of policies, projects, legislation that support improvement of the business environment.
- Provides policy direction to agencies under the Ministry's purview.
- Negotiates partnership agreements with bodies, private and public, with respect to Investment Programmes, projects and activities. Monitors these agreements to ensure compliance with deadlines and in accord with the stated objectives.
- Monitors and supervises activities related to investments and investment project implementation.
- Interfaces with critical local institutions and organization on an ongoing basis e.g. Development Council, NEPA & NLA, with a view to enhancing the flow of approvals for

investment projects and resolving any issue (s) that may disrupt successful project implementation.

Management/Administrative:

- Prepares and oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences Oversees the development and implementation of the Branch's Strategic Business/ Operational Plans, Budget and Individual Work Plans
- Represents the Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars relevant to the Division's roles and functions.
- Reviews Annual Reports from agencies
- Ensures that policies and programmes of the of the assigned Units and Divisions as well as agencies and projects under its purview are administered efficiently to achieve set targets.
- Ensures Operational Plan of the assigned Units and Divisions are technically sound and that objectives set are achievable and consistent with overall Policy Directive.

Human Resources:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes.
- Provides leadership to staff through effective objective setting, delegation, and communication.
- Promotes a work environment that encourages continuous learning and new skill development.
- Provides guidance to staff through coaching, mentoring, training, providing assistance and support as needed.
- Participates in the recruitment and selection of staff.
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division, the Ministry, and the Government
- Initiates disciplinary proceedings where appropriate.
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively.
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems and provide solutions that facilitate the achievement of objectives.
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division.

OTHER RESPONSIBILITIES

- Performs related duties assigned from time to time.

PERFORMANCE STANDARDS

- Accurate and comprehensive technical advice and inputs on a wide range of portfolio (Investment, Commerce and Trade) provided within the agreed timeframe.

- Sound technical analysis of documents related to a wide range of portfolio (investment, trade and commerce) and or any other subject provided.
- Projects/milestones/targets met in accordance with agreed timelines.
- Accurate and comprehensive technical/special reports provided within specified timeframe.
- Cabinet Submissions, Ministry Papers, policy recommendations, brief and position papers on technical matters are appropriately prepared and submitted within the required timeframe
- Agreed performance targets of the technical (investment, commerce and trade) managed in keeping with the Ministry's service standard.
- Human resources within the CTD Directorate managed in a harmonious manner and in accordance with the various legal and public sector requirements.
- Staff performance evaluated and assessed in keeping with the Government of Jamaica Performance Management Appraisal System (PMAS).
- High quality work delivered within allotted time without the need for careful vetting by the Permanent Secretary
- Established departmental and personnel targets achieved within the set timeframe
- Project/Programme monitoring mechanisms are comprehensive and satisfy the requirements of all stakeholders
- High ethical standards are maintained in the conduct of professional and personal business.

REQUIRED COMPETENCIES

Core

- Excellent leadership and problem-solving skills.
- Excellent oral and written communication and presentation skills
- Negotiating skills
- Excellent interpersonal skills
- Excellent planning and organizational skills
- Customer and quality focus
- Time management

Technical

- Ability to manage conflicting and complex demands and priorities, work at pace, flexibly and under pressure and make effective decisions.
- Experience of a successful leadership role in a complex organization, providing strategic prioritization and clear evidence of empowering others to achieve organizational goals.
- Significant experience in and/or high-level understanding of the trade and investment activities in the priority industry sectors for Jamaica.
- Experience working with international development partners and preparing project proposals and grant funding documents.
- Ability to apply conceptual and critical thinking skills to analyse and resolve complex issues.
- Proven knowledge of investment, commerce and trade issues and the overall Jamaican business environment.
- Excellent knowledge of Jamaica Promotions Act, Investment Incentives Act and other relevant legislation.
- Knowledge of Jamaica's trade agreements and international obligations
- Strong ability to build networks and develop collaborative relationships internally and between industry, Government, community and other stakeholders.

- Strong ability to lead a team through empowering and encouraging them to take responsibility and achieve results.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Graduate or Post-Graduate qualification in International Business, Trade, Economics/Finance, Business Administration, or related areas
- Five (5) to seven (7) years' experience in a Senior Management position
- At least three (3) years of experience in trade, investment, or commerce policy.

SPECIAL CONDITIONS OF THE JOB

- Occasional need to travel on Government Business/Workshops (local and overseas)
- Ability to work under stress and meet very short deadlines while maintaining high standards of work.
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated.
- Have or able to build strong high-level network in the public and private sector.
- Reliable and trustworthy
- Must be flexible and available at all times.
- Must be flexible and able to be called on at any/or odd times to deal with unexpected demands.

POLICY, PLANNING, PROJECTS AND RESEARCH DIVISION

Senior Secretary (OPS/SS 3)

JOB PURPOSE

Under the supervision of the Principal Director, the Senior Secretary is responsible for providing secretarial and support services to the Policy, Planning, Projects and Research Division Unit and other members of staff to ensure the effective and efficient operations of the Division.

KEY OUTPUTS

- Minutes recorded, transcribed, composed and disseminated
- Information provided to clients
- Letters, memoranda, reports typed and disseminated
- Appointments scheduled
- Filing system maintained
- Emails downloaded and distributed
- Faxes received, transmitted and forwarded
- Records and files maintained
- Telephone answered and messages delivered

- Incoming/outgoing mail sorted, recorded and delivered
- Visitors screened and directed to relevant officers
- Registers updated and maintained
- Variety of reports produced

KEY RESPONSIBILITY AREAS

- Acts as a point of contact for internal/external clients
- Transcribes and reproduces minutes of meetings
- Composes and reproduces letters, memoranda and reports
- Types and prepares various documents for information
- Maintains a filing system for the Unit
- Ensures the confidentiality and security of data and information
- Receives and makes telephone calls and translates messages
- Ensures that messages are received and delivered
- Schedules appointments and arranges meetings
- Monitors and maintains the attendance register and leave of absence cards
- Maintains and updates records and filing system
- Screens and directs visitors to the relevant Officers
- Records and dispatches incoming and outgoing mails
- Types, copies and files, analytical reports, documents and other papers
- Accesses and forwards emails to the relevant officers
- Receives, forwards and directs faxes to the relevant officers

Other Responsibility

- Performs any other related duties which may be assigned from time to time

PERFORMANCE STANDARDS

- Correspondence and other documents produced within agreed time frame and in correct format
- Filing and record management systems maintained according to set standards
- Letters, memoranda, reports accurately typed within agreed time frame
- Telephone answered promptly and politely
- Confidentiality and integrity exercised at all times
- Calls and visitors screened and directed to relevant officers in agreed timeline
- Appointments scheduled and diary maintained on a daily basis
- Minutes recorded, composed, transcribed and disseminated accurately
- Technical reports produced

REQUIRED COMPETENCIES

Core

- Good interpersonal skills
- Good oral and written communication skills

- Excellent planning and organizing skills
- Good time management skills
- Excellent customer and quality focus skills
- Good problem solving and decision making skills
- Methodical

Technical

- Proficiency in shorthand at a speed of 90-100 w.p.m
- Proficiency in typewriting at a speed of 40-45 w.p.m
- Proficient in relevant Software applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

#	Core Competencies	Required Level
1.	Good written communication skills	4
2.	Good oral communication skills	4
3.	Excellent planning and organizing skills	3
4.	Good time management skills	4
5.	Good interpersonal skills	4
6.	Methodical	3
7.	Strong customer and quality focus skills	3
8.	Good Problem solving and decision-making skills	3
9.	Integrity	1
10.	Social Skills	1

#	Functional/Technical Competencies	Required Level
1.	Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures.	3
2.	Excellent knowledge of office practice and procedures	4
3.	Sound knowledge of web-based research techniques	4
4.	Proficiency in the relevant software applications.	4
5.	Proficiency in shorthand at a speed of 100-120 w.p.m.	4
6.	Proficiency in typewriting at a speed of 50-55 w.p.m	3

- 2 or more CXC/GCE O' Levels (or equivalent) including English Language
- Successful completion of the Certified Administrative Management – Level 2 Course at the Management Institute for National Development MIND
- 4-5 years general office experience

OR

- Graduate from an accredited school of secretarial studies
- Successful completion of the Certified Administrative Management – Level 2 Course at the Management Institute for National Development MIND

- English Language at CXC/GCE O' Level
- 4-5 years general office experience

OR

- Successful completion of the Certified Professional Secretary Course
- Training in the use of a variety of computer software applications
- Successful completion of the Certified Administrative Management – Level 2 Course at the Management Institute for National Development MIND
- 4-5 years general office experience.