



MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following *contractual* position in the Office of the Permanent Secretary:

Director, Technical Coordination and Monitoring – (GMG/SEG 4)

Salary Range: \$3,154,073 to \$3,749,202 per annum and the allowances attached to the post.

PURPOSE

Under the general direction of the Permanent Secretary, the Director, Technical Coordination and Monitoring is responsible for providing effective coordination, monitoring and stakeholder management of the entities under the portfolio of the Ministry. The incumbent is responsible for contributing to the development of strategic decisions and providing high level technical and operational support to the Permanent Secretary, with a view to enhancing the efficiency and effectiveness of the Permanent Secretary's Office and the Ministry.

KEY RESPONSIBILITIES

Management/Administrative:

- Proactively prioritizes conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion;
- Follows-up to ensure that all Cabinet submissions, reports etc are prepared and reviewed for the attention of the Permanent Secretary and Minister;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Permanent Secretary's Office in the absence of the Permanent Secretary;
- Assists with the co-ordination of meetings.
- Co-ordinates and participates in the preparation of the Operational Plans for the Permanent Secretary's Office;
- Prepares the Annual Budget for the Permanent Secretary's Office;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;

Technical/Professional:

- Coordinates and monitors critical projects with an emphasis on those projects targeted at the development and implementation of policies and strategies geared at enhancing the business environment and increasing trade and investment, and manages responses to queries raised by the Permanent Secretary to ensure the provision of prompt and accurate information and data;
- Develops and manages urgent, short term projects and initiatives and ensures accurate planning and timely and effective implementation.
- 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;
- Collaborates with relevant technical officers in conducting research and reviews research papers, reports and other technical documents as directed by the Permanent Secretary;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters for the Permanent Secretary's attention are expeditiously undertaken/addressed;
- Consults/liaises with MDAs and other stakeholders to elicit advice/feedback on matters related to industry, commerce and investment in areas such as investment, trade, and consumer and trade protection;
- Prepares, monitors and oversees responses, on behalf of the Permanent Secretary in respect of Cabinet Submissions , Ministry Papers and technical documents as required to carry forward policy recommendations;
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the Minister and Permanent Secretary;
- Assists in the preparation of policy papers, speeches and presentations based on high quality research;
- Examines and quality assures documents prepared by MDAs for the signature of the Permanent Secretary;
- Ensures thorough briefings are prepared/presented for all meetings involving the Minister and the Permanent Secretary.
- Represents the Permanent Secretary at meetings, seminars and provides timely and effective reports and recommendations on areas of discussions and next steps
- Reviews procurement submissions presented for the approval of the Permanent Secretary and assesses adherence to procurement policies and guidelines
- Ensures the preparation and timeliness of speeches and speaking notes as requested by the Permanent Secretary and quality assures these documents.
- Reviews all documents requiring the signature of the Permanent Secretary;

Human Resource Management

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching to staff in the Offices of the Minister and Permanent Secretary;
- Ensures that all members of staff in the office of the Permanent Secretary are aware of and adhere to the policies, procedures and regulation of the Ministry;
- Manages the performance of direct reports and facilitates timely and accurate completion of performance appraisal for staff in the Offices of the Minister and Permanent Secretary;
- Recommends and effects disciplinary measures in keeping with established guidelines/practices;
- Establishes and maintains systems to foster a culture of service and teamwork within the Office of the Permanent Secretary;

Other conditions associated with the job:

- Officer has extended working hours and is expected to be available outside of regular working hours such as late evenings, weekends and public holidays.
- Required to meet critical timelines

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of Project Management principles and techniques
- Ability to use information and communication technology
- Knowledgeable about processes for developing and effecting legislation, regulations and government policies
- Ability to conduct research
- Knowledgeable about policy development
- Excellent oral and written communication skills
- Teamwork and cooperation
- Excellent interpersonal skills
- Adaptability
- Integrity
- Methodical and detail oriented
- Excellent problem solving and analytical skills
- Goal and result oriented
- Confidentiality

MINIMUM REQUIRED QUALIFICATIONS & EXPERIENCE

- Master's Degree in Business Administration, Management Studies, Public Administration, Public Policy, Public Sector Management/ Public Administration or related area from a recognized tertiary institution;
- At least three (3) years' related experience.

Applications accompanied by resume should be submitted no later than April 15, 2022 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.