



# Ministry of Industry Investment & Commerce

## CAREER OPPORTUNITIES

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

### MICRO SMALL AND MEDIUM ENTERPRISES (MSME) DIVISION

- **Senior Director MSME (GMG/SEG 5)/Pay Band 11) - Vacant**  
Salary Range: \$7,716,512 - 10,377,851 per annum
- **Promotions and Outreach Manager (GMG/SEG 2)/Pay Band 8) - Vacant**  
Salary Range: \$4,266,270 - 5,737,658 per annum

### CORPORATE COMMUNICATIONS AND PUBLIC RELATIONS BRANCH

- **Corporate Communications Manager (MCG/IE 5)/Pay Band 9) - Vacant**  
Salary Range: \$5,198,035 - 6,990,779 per annum

### LEGAL SERVICES UNIT

- **Assistant Crown Counsel (JLG/LO 2)/Pay Band 9) - Not vacant**  
Salary Range: \$5,198,035 - 6,990,779 per annum

*For details on these positions, please visit our website at [www.miic.gov.jm](http://www.miic.gov.jm)*

**Applications accompanied by resume should be submitted no later than April 11, 2025 to:**

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

<b><i>Internal</i></b>	<b><i>Purpose</i></b>
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

<b><i>External</i></b>	<b><i>Purpose</i></b>
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.

<b>Core</b>	<b>Level</b>	<b>Technical/Functional</b>	<b>Level</b>
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"> <li>➤ Ability to think and act strategically across a wide range of functions.</li> <li>➤ Ability to multitask, work under pressure and meet tight deadlines.</li> <li>➤ In-depth, up-to-date knowledge of government's priorities of the day.</li> <li>➤ Ability to exercise sound judgement and conviction</li> </ul>	
Client and Quality Focus/Commitment to Service Quality	2		
Compliance	3		
Adaptability	2		
Integrity	4		

Methodical	2	of purpose in unfavourable or unpopular situations.
Problem Solving & Decision Making	4	➤ Ability to interface with senior government officials both locally and internationally.
Planning & Organizing	2	➤ Demonstrates sound personal and professional integrity reflecting high ethical and moral values.
Goal/Result Oriented	2	➤ High level of confidentiality, diplomacy and initiative.
Confidentiality	4	➤ Good knowledge of government's systems and related operational policies.
Managing Partners & External Relations	4	➤ Knowledge of international best practices.
Analytical Thinking	3	

### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:**

- Knowledge of project management 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.

## **MICRO, SMALL AND MEDIUM-SIZED ENTERPRISES DIVISION**

### **Senior Director, MSME (GMG/SEG 5)**

#### **JOB PURPOSE**

Under the general direction of the Chief Technical Director (GMG/CTD 1), the Senior Director, Micro, Small & Medium Enterprise (GMG/SEG 5) coordinates, manages and leads the development of a strategic and comprehensive framework and programme for the development of the MSME sector.

Responsibility is exercised for the design, development, coordination, implementation and monitoring of a cohesive MSME policy and planning framework with effective policies, policy guidelines, policy review, plans, strategies, legislation, projects and programmes to create an enabling business environment for the growth and development of the MSMEs.

The post provides specialist advice to the Hon. Minister, MICAF, Permanent Secretary and Chief Technical Director on all matters of MSME policy and the operation and development of the MSME sector. There is the requirement to formulate technical papers, cabinet submissions and notes, documents and other information as requested and to represent the ministry at negotiations, strategic discussions, meetings, seminars, conferences at local, regional and international fora as required.

#### **KEY OUTPUTS**

- Policy and planning framework established and developed.
- Effective policy and planning documents developed, implemented and reviewed as required.
- Divisional programmes, projects, plans and budgets.
- Approved and documented policies, procedures and policy guidelines.
- Industry monitoring and reporting framework established and reviewed as required.
- Specialist and technical advice, papers and recommendations provided promptly and to a high standard.
- Monitoring systems established for assigned agencies.
- Cabinet Submissions, Cabinet Notes, position papers and negotiating briefs, Briefs and Ministry papers produced.
- Strategic operational and technical work plans, business plans and project proposals developed, implemented and monitored.
- Technical analyses and recommendations, feasibility studies, projects, programmes and various initiatives developed and implemented.
- Consultancies and professional services assessed and approved.
- Legislative Reform in the MSME portfolio.
- Procedural manuals developed and maintained.
- Efficient, motivated, productive, skilled and competent divisional team in place.

- Steering committees, working teams, consultations, negotiations, effective and successful coordinated seminars, meetings and workshops.
- Communications and working relationships with stakeholders strengthened and maintained and advice and guidance readily available.
- High quality service provided.
- Effective leadership/participation as required on inter-Ministerial and intra Ministerial sector policy.

## **KEY RESPONSIBILITY AREAS**

### **Management and Administrative Responsibilities**

- Establishes priorities, develops long range plans and provides the overall vision and leadership in guiding staff.
- Creates the policy, planning management and research framework necessary to promote the use of best practices and the incorporation of the cutting-edge trends and developments to support and grow the MSME sector in a structured and deliberate fashion.
- Develops policy guidelines and plans to accelerate the efficiency and effectiveness of the Division and provides the strategic environment for the achievement of the Division's objectives and targets.
- Develops and presents for approval, technical reports, feasibility and other studies, plans, budgets, projects, programmes to enhance and strengthen the MSME sector.
- Leads the development and oversees the implementation of the divisional, strategic and operational planning and budgeting processes and ensures that effective monitoring and evaluation systems are in place to facilitate implementation.
- As a member of the Board of Directors of agencies within MICAF, provides liaison between MICAF and those agencies.
- Liaises with a range of stakeholders including heads of private and public sector organizations, staff in stakeholder ministries, agencies and departments regarding projects, programmes, legislation and other issues.
- Leads on the activities related to MSME related projects and programmes.
- Monitors the Division's contribution to the Ministry's legislation programme.
- Oversees the timely updating of the Divisional procedural manual.
- Develops and maintains appropriate partnerships with officials of local, regional and international organizations and represents the ministry at local, regional and international meetings, conferences, seminars and other fora.
- Formulates and presents speeches, papers, documents and information as requested.
- Trains, motivates and leads a highly efficient and effective MSME team.

### **Technical/Professional Responsibilities**

- Keeps abreast of best practices and developments in local and foreign markets to guide the development of new industries.
- Continuously scans the internal and external environment to identify opportunities and initiatives and coordinates the formulation of policies and planning instruments to effectively address the needs of the MSME sector to ensure policy coherence.

- Liaises with the Hon. Minister, PS, CTD on the development and implementation of policies and leads the conceptualization, planning, development and implementation of an appropriate commercial policy and procedural framework, related MSME policies, plans, projects, programmes and maintains a system of monitoring, review and revision.
- Guides the rigorous analyses of MSME policies and programmes and facilitates stakeholders' input into the policy development process through various fora.
- Designs and implements linkage programmes with other sectors of the economy and negotiates partnership agreements with private and public sector bodies regarding MSME related programmes and initiatives.
- Oversees the development of research, technical papers, feasibility studies, speeches and releases, Cabinet Submissions and Briefs and manages the development of methodologies, strategies, proposals and programmes to enhance the sector.
- Develops and manages relationships, consultations, policy interventions and collaborative programmes with key private stakeholders and partners and with local and international agencies and encourages mechanisms that promote wide participation in the decision-making process to facilitate participation and gain consensus.
- Provides technical advice on MSME policy and related issues and ensures the development, implementation and maintenance of a communication and information system that facilitates transparent, timely and accessible communication with key stakeholders across the sector and the general public.
- Develops terms of reference, project framework and related background data for special projects, programmes, technical assistance and short-term consultancies and manages project staff and consultants.
- Supervises the Consultant under the MSME Policy Project and oversees the execution and implementation of the MSME policy.
- Oversees the development of project proposals and represents the Ministry at national, bilateral and multilateral meetings dealing with MSME.
- Participates in negotiations with international agencies for funding and other partnership arrangements. Ensures that the reporting requirements of all stakeholders/partners are met.
- Oversees the development of systems and structures designed to strengthen networking and provides support to the assigned agencies.
- Supervises the development of Cabinet Submissions, Notes and papers and submits to the Cabinet Office within the required format and prescribed timeframe.
- Leads the preparation and execution of the corporate operational and strategic business plans.
- Leads on trade concerns of the MSME sector and deals with related high-level negotiations and discussions.
- Negotiates partnership agreements with private and public sector bodies.
- Maintains ongoing interface with local and overseas institutions, coordinates consultancies with sector interests and ensures that the necessary discussions and policy recommendations are formulated.
- Represents the Ministry at national, regional and multilateral meetings dealing with MSME related issues.
- Reviews complaints, letters and reports submitted to the Division, investigates as required and takes appropriate action.

## **HUMAN RESOURCES RESPONSIBILITIES**

- Provides guidance to staff through coaching, mentoring, training and development initiatives.
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and /or initiates corrective action where necessary to improve performance in attaining established personal and organizational goals
- Participates in the recruitment of project staff and line staff for the division
- Recommends transfer, promotion, termination and leave for line staff in accordance with established human resource policies and procedures.
- In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the division
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures that the welfare and development needs of staff in the division are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goals.
- Represents the staff at senior management and other meetings and ensures effective communication of information on their behalf.

## **OTHER**

- Keeps abreast of trends and changes in the market to ensure proper planning and policy development. Makes recommendations for adjustment, where necessary in the Ministry's policy framework.
- Researches, Formulates and presents speeches, lectures, presentations at conferences, seminars, workshops and other fora.
- Represents the Minister and/or Permanent Secretary as directed.
- Performs other duties and responsibilities as may be determined by the Permanent Secretary from time to time

## **PERFORMANCE STANDARDS**

- Strategic direction of the MSME Division is aligned to Government's overall policies, objectives and that the vision, mission and objectives are clear and articulated to staff, other stakeholders and the general public.
- Advice to the Hon. Minister, PS, CTD is based on well researched facts and provided within agreed timeframes.
- Policy recommendations are well researched, results focused and support the strategic objectives of the Government of Jamaica.
- Approved policies are implemented within agreed timeframes, in accordance with implementation plan and expected results achieved.

- Established divisional and personal targets are achieved.
- Confidentiality, integrity, performance and decorum are displayed.
- Strategic, operational and financial plans are documented, completed within established timeframe and synchronized.
- Performance standards are realistic and achievable.
- All operating guidelines, policies and procedures are documented and current.
- Market forecasts are conducted in a timely manner and incorporated in the planning process.
- Cost effective, appropriate and timely responses are provided to resolve technical and operational problems.
- Satisfactory resolution of disputes/issues involving agencies and external stakeholders.
- High ethical standards are maintained in all areas of conduct.
- Reports are accurate and submitted within established time frame.
- Projects are successfully implemented.

### **PERFORMANCE CRITERIA**

- Cabinet submissions & Cabinet notes reflecting the ministry's policy position within government timelines and the agreed timeframe
- Technical papers and analyses of policy matters are prepared promptly, proactively and address all major issues in keeping with agreed timelines
- National, regional and international industrial trend analysis prepared within agreed timelines.
- Quality standards are consistently in keeping with agreed timeframe.
- Strategic plans developed and implemented efficiently and effectively.
- Operational plans successfully implemented and budgets efficiently managed within agreed timelines.
- Staff members are competent and motivated to achieve performance objectives and targets.
- Confidentiality and integrity are exercised.

### **REQUIRED COMPETENCIES**

#### **Technical**

- Excellent leadership, management and negotiating skills to lead senior professionals and technocrats.
- Excellent communication, negotiating and problem-solving skills.
- Excellent presentation, oral and written communication skills.
- Sound personal and professional integrity.
- Excellent conceptual and listening skills and the ability to interact credibly and comfortably with all levels.
- Sound analytical, strategic thinking.
- Knowledge of international trade and the local, regional and global MSME conditions and environment.
- The ability to multi task and prioritize amongst conflicting demands, solve business problems and make rational decisions based on sound understanding of the facts.

- Ability to analyse, interpret and to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations.

### **Core**

- Highly developed interpersonal skills.
- Strong Leadership skills.
- Teambuilding skills.
- Excellent communication skills.
- Commercial management skills.

### **MINIMUM REQUIRED QUALIFICATIONS**

Master's degree in Management, Public Administration, International Trade, Business Administration, International Business, Public Sector Management or other related discipline.

- Twelve to Fifteen (12-15) years working experience, five (5) of which should be at a senior management level.
- Experience and training in project management would be an asset.
- Experience formulating policy documents.
- Practical experience in the private sector would be an asset.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Typical office environment, no adverse working conditions, willingness to travel both locally and internationally. May occasionally be required to work late and on weekends.

### **AUTHORITY**

- Approve reports submitted by directors and other members of staff.
- Determines procedural guidelines and prescribed policy guidelines for the Division.
- Sets parameters for projects proposals.
- Approves expenditure within assigned limits.
- Recommends leave, disciplinary action and promotion in keeping with human resource policies and procedures.
- Recommends employment of staff in Division.



## Promotions and Outreach Manager (GMG/SEG 2)

### JOB PURPOSE

Reporting to the Director of Projects & Programmes (GMG/SEG 4), the Manager, Promotions and Outreach (GMG/SEG 2) is responsible for developing and implementing promotional and outreach programmes by providing thorough, current and accurate information on the MSME sector, in keeping with the vision of creating a vibrant MSME sector.

Responsibility is also exercised for identifying problems or factors inhibiting the achievement of promotional and outreach programmes and initiatives and making recommendations for administrative actions and for sustainable growth and an improved business environment for the MSME sector.

### KEY OUTPUTS

- Promotional and outreach presentations and programmes, workshops, seminars and meetings coordinated and conducted.
- MSME image promoted through targeted information on programmes, policies and activities, presentations, consultations, exhibitions, lectures, slide shows and field trips.
- Technical advice, information and recommendations provided to MSME clients and other stakeholders and client complaints handled and resolved.
- Work plans developed, reports and briefs prepared and position papers and feasibility studies completed.
- Research undertaken and Cabinet Submissions, speeches, briefs, news releases and media advisories written.
- Media impact assessment, project monitoring and evaluation reports completed.
- Networking arrangements and linkages established with media, community, private and public sector representatives.
- MSME communication strategies, website updates and web page developed and website traffic monitored.

### KEY RESPONSIBILITY AREAS

#### **Management and Administrative Responsibilities**

- Collaborates with the Principal Director and Director on the design, development and execution of promotional and outreach programs, presentations, exhibitions, workshops and seminars.
- Establishes and develops networking arrangements and linkages with media, community, private and public sector representatives to assess the needs of the MSME sector in order to develop and implement effective promotional and outreach programmes and activities.
- Develops and interprets MSME policies, policy guidelines and procedural decisions and ensures that regulations and established procedures are correctly applied.
- Identifies problematic issues impacting the effectiveness of the promotional and outreach programmes and takes ameliorative action.

- Investigates complaints and operations generally and makes programme changes or revisions as required so that services provided meet the needs of the clients.
- Monitors and controls expenditures and keeps supervisors informed by reviewing and analysing special reports, summarizing information and identifying trends.
- Researches and formulates Cabinet Submissions, Notes and Ministry Papers, agency reports, briefs and position papers as required and liaises with internal and external agencies to obtain data for various submissions and reports.

### **Technical/Professional Responsibilities**

- Coordinates the development of promotional and outreach material using various public relations and media methodologies and tools to creatively present information to meet the needs of various publics.
- Coordinates, develops and delivers information sessions, including presentations, workshops, seminars and exhibitions to MSME clients, community, public and private sector representatives, other interest groups and stakeholders.
- Conducts research on global MSME trends and developments, organises promotional and outreach activities such as press conferences, media briefings and discussions and individual initiatives, seminars and workshops on MSME related issues.
- Represents the Division at local and overseas meetings, conferences and other fora and makes representations as required.
- Provides support in the establishment of incubator facilities to ensure best practices and best outcomes.
- Assists with the execution of MSME related projects for which MICAF has direct responsibility.
- Provides assistance in the dissemination of related policies and Acts geared at improving access to financing by MSMEs and the overall MSME financing landscape.
- Establishes and maintains liaison with the relevant local, regional and international stakeholders for exchange of information and data on pending situations and issues relating to and impacting MSMEs.
- Provides support for an improved business environment with specific focus on business registration, business formalization and taxation issues.
- Examines and refines information, analyses and reports on the effects of global market trends on MSMEs in the domestic economy.
- Provides periodic reports on MSMEs, the issues that impact their performance and product and service prices.
- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the coordination of data collection, compilation, examination, analysis and dissemination of critical information pertaining to entrepreneurship and business management.
- Manages the MSME content on the Ministry's website specifically in relation to catalogue of MSME initiatives.
- Plans road shows, workshops and seminars.
- Handles matters related to local, regional and international affairs as assigned.

- Monitors business developments and manages business issues that impact MSMEs in keeping with the MSME and Entrepreneurship Policy.
- Collaborates with internal and external stakeholders to conduct research and analysis.
- Researches financial and business issues to develop technical reports, briefs and responses to information requests from internal and external publics.
- Ensures systems are maintained for the monitoring of issues under the MSME portfolio and for providing data and technical advice on issues of relevance to the portfolio.
- Maintains liaison with the relevant entities on matters relating to Business Environment and MSME Financing.
- Performance of any other related duties that may be assigned from time to time.

### **HUMAN RESOURCES RESPONSIBILITIES**

- Provides guidelines to staff regarding duties performed.
- Provides detailed information regarding on-the-job training for existing and new staff when deemed necessary.
- Assists the Director of MSME in the provision of information on staff requirements and other areas that may be of interest to the Human Resource Management and Administrative Unit or other units within the Ministry.
- Assists in the performance of a periodic SWOT analysis regarding staff in the Division in order to improve effectiveness, efficiency and recommend appropriate training for personal development and advancement.
- Contributes to the general team spirit of the office.

### **PERFORMANCE STANDARDS**

- Presentations, speeches, briefs, news releases, reports are accurately produced according to required standards and within agreed timeframes.
- Exhibitions, workshops, seminars, meetings, briefs and other events successfully coordinated and conducted according to required standards and within agreed timeframes and attended.
- Public education programmes, seminars and meetings effectively organised within the stated guidelines.
- MSME's image promoted through targeted information on programmes, policies and activities, presentations, consultations, exhibitions, lectures, slide shows and field trips.
- Sound technical advice, information and recommendations provided to MSME clients and other stakeholders and client complaints handled and resolved at the required standard and within the stipulated timeframe.
- Timely dissemination of information on the MSMES through on-going liaison with JIS and commercial media.
- Timely updates provided for the website and other information platforms.
- Established divisional and desk targets are achieved according to required standards and in a timely manner.

- Strategic, operational and financial plans are documented and completed within established timeframes and synchronized.
- All operating guidelines, policies and procedures are documented and kept up-to-date.
- Market forecasts are conducted in a timely manner and incorporated in the planning process.
- Satisfactory resolutions of disputes/issues involving agencies and commercial trade.
- Work plans developed, reports and briefs prepared and position papers and feasibility studies completed in the required format and in accordance with se.
- Research undertaken and Cabinet Submissions, speeches, briefs, news releases and media advisories written.
- Media impact assessment, project monitoring and evaluation reports completed within the agreed timeframe and according to the required format.
- Networking arrangements and linkages established and sustained with media, community, private and public sector representatives.
- MSME communication strategies, website updates and web page developed and website traffic monitored.
- Reports are accurate and submitted within established time frames.
- Projects are successfully implemented and within the agreed timeframe.
- Confidentiality, professionalism and integrity are exercised at all times.
- High ethical standards are maintained in all areas of conduct.

## **REQUIRED KNOWLEDGE, SKILLS/ABILITIES**

### **Core**

- Good interpersonal and people management skills.
- Excellent oral and written communication skills.
- Strong research and analytical skills.
- Excellent problem solving and organizing skills.
- Excellent decision-making skills.
- Ability to use initiative and exercise sound judgement.
- Sound personal and professional integrity, reflecting high ethical and moral values.
- Ability to lead and work with a team.

### **Technical**

- Excellent knowledge of public relations and communication strategies.
- Sound knowledge of Government communication policies and protocols.
- Ability to identify and solve emerging threats to the sector.
- Sound knowledge of all the issues facing MSMEs.
- Sound knowledge of research methods and data analysis.
- Good project management skills.
- Competence in the use of relevant computer applications.

<b>MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE</b>
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- A Bachelor's Degree in Marketing, Project management, Business Management or any other Social Sciences related discipline.
- At least three (3) years of professional experience.
- Ability to use statistical and mathematical tools would be an asset.

<b>SPECIAL CONDITIONS ASSOCIATED WITH THE JOB</b>
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Typical office environment, no adverse working conditions, willingness to travel both locally and internationally. May be required to work late and on weekends.

<b>AUTHORITY</b>
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- Approve reports submitted by Divisional officer for Ministerial attention.
- Sets parameters for projects proposals.
- Recommend policy options to the senior management.
- Approve expenditure within assigned limits.
- Recommend leave, disciplinary action and promotion in keeping with human resource policies and procedures.

## **CORPORATE COMMUNICATIONS AND PUBLIC RELATIONS BRANCH**

### **Corporate Communications Manager (MCG/IE 5)**

#### **JOB PURPOSE**

Under the direct supervision of the Director, Communications and Public Relations, the Corporate Communications Manager is responsible for the provision of communication services to support the Ministry of Industry, Investment and Commerce (MIIC) organisational policies and programmes. The position is responsible for developing, implementing and managing an effective Communication Policy and Programme as well as monitoring the communication programmes of entities which fall directly under the portfolio of the Ministry in support of the Ministry's strategic goals and objectives.

#### **KEY OUTPUTS**

- Corporate Communication Needs assessed
- Corporate Communications Budget managed
- Publications implemented and managed
- Technical Advice and Recommendation Provided
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Staff Appraisals and Coaching conducted
- Individual Work plan developed

#### **KEY RESPONSIBILITY AREAS**

##### **Technical/Professional Responsibilities**

- Assists in the development and delivery of the Ministry of Industry, Investment and Commerce's media and communications strategies;
- Analyses requirements and proposals on ways to integrate advocacy and communication strategies into all aspects of the MIIC's policies, programmes and projects;
- Assists in the definition, implementation and evaluation of an integrated Communication Plan for the Ministry that builds awareness of the organisation's mandate and vision;
- Prepares and conducts communications needs assessments for the MIIC's divisions, projects and programmes;
- Designs and publishes a Ministry e-newsletter containing relevant news and pictures from across the MIIC;
- Devises, implements, and maintains an effective and efficient print publication strategy, including the establishment of Editorial Committee;
- Collaborates in the designing and printing/publishing of appropriate MIIC promotional items such as brochures, graphics, videos, slide shows, booths, and more, to aid with events, etc.;
- Assists in the planning of MIIC's and community events as directed by the Permanent Secretary, Director, Communications and Public Relations, Director Corporate Services or other executive managers;

- Collaborates with appropriate corporate executive managers to ensure continuous improvement and to ensure that adjustments to strategy are made as needed and in a timely fashion;
- Keeps informed of developments in the corporate communications, industry, investment, and commerce landscape to help the Ministry operate with initiative and innovation.
- Prepares speeches/messages as directed
- Prepares news releases/media advisories
- Leads in the development of the Ministry's Communication Policy
- Assists with the organization of press briefings/conferences
- Writes Briefs for Ministers/Directors for Radio/TV interviews to discuss the Ministry's programme successes etc.
- Assists with writing and editing of the Ministry's Annual Report
- Prepares reports and project documents as required.

### **Management/Administrative Responsibilities**

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Communications related presentations as needed.

### **Human Resources Responsibilities**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Branch and recommends, promotion, and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

### **Customer Service Responsibilities**

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.

## **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

## **PERFORMANCE STANDARDS**

- Corporate communication needs assessed and are in keeping with the agreed communication strategies;
- Corporate communications budget managed in accordance with established policies and timelines;
- Publications are methodical, meet agreed guidelines and timeframes;
  - Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
  - Work plans conform to established procedures and
  - Reports are evidence-based and submitted in a timely manner;
  - Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
  - Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

## **AUTHORITY**

- To initiate and evaluate communications plans and programmes;
- Recommends leave and other Human Resource actions.

## **INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)**

### **Internal Contacts**

<b>CONTACT (TITLE)</b>	<b>PURPOSE OF COMMUNICATIONS</b>
Permanent Secretary/ Chief Technical Director/ Senior Directors	<ul style="list-style-type: none"><li>• To provide advice and/or information and/or recommendations to particular issues requiring communication support and campaigns.</li></ul>
Communicators' Network – Core Ministry and satellite agencies	To liaise as necessary for other specified assignments.
Other Managerial Team Members/Staff	To execute, monitor and exchange information on related social media initiatives and programmes.



## External Contacts

CONTACT (TITLE)	PURPOSE OF COMMUNICATIONS
Senior Staff/ Government Communication Agencies (e.g., JIS and Media Unit at OPM)	<ul style="list-style-type: none"> <li>To consult on communication and public relations policy, programmes and plans.</li> <li>To coordinate preparations for events/activities, etc.</li> </ul>
Media practitioners Journalists/reporters	<ul style="list-style-type: none"> <li>To collaborate on and/or organise media events and coverage of significant activities.</li> <li>To exchange information and manage feature/message publications.</li> </ul>
Other Ministries, Departments and Agencies Private Sector Nongovernmental Organisations Civil Society Academia Industry stakeholders, representatives and leaders Other stakeholders General Public	<ul style="list-style-type: none"> <li>To exchange information, as well as support communication, public relations and branding activities.</li> <li>To consult on specific arrangements for meetings, media coverage or any activity being led by Minister or Financial Secretary, providing information, requesting information or clarifications.</li> </ul>

## **REQUIRED COMPETENCIES**

### **Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **Technical**

- Good knowledge of the media & communication landscape
- Good knowledge of communication strategies and techniques
- Ability to foster and maintain a good working relationship with the media

- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint, and Publisher

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Media/Communication Studies, Mass Communication, Public Relations or a related discipline;
- Four (4) years' experience in a Media and communications environment, with at least two (2) years in management capacity.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.

## **LEGAL SERVICES UNIT**

### **Assistant Crown Counsel (JLG/LO 2)**

#### **JOB PURPOSE**

Under the general direction of the Senior Assistant Attorney General (JLG/LO 5), the Assistant Crown Counsel (JLG/LO 2), assists with coordinating legislation programmes and providing general legal advice for the Ministry of Industry, Investment & Commerce and its respective departments and agencies in support of their strategic objectives.

#### **KEY OUTPUTS**

- Annual legislation programme prepared and presented
- Legal advice, opinions, briefs provided
- Contracts, leases and Memorandum of Understanding prepared and submitted
- Cabinet submissions/notes prepared and submitted.
- Drafting instructions orders, other legal instruments prepared and submitted.
- Accurate and comprehensive reports prepared
- High ethical standards maintained.
- Meetings attended.

#### **KEY RESPONSIBILITIES**

##### **TECHNICAL / PROFESSIONAL RESPONSIBILITIES**

- Participates in negotiations and drafts or peruses employment, engagement and all other contracts on behalf of the Ministry, it's Agencies and Departments, ensuring conformity with the related laws and policies and the interest of the Ministry.
- Assists in the preparation of drafting instructions and/or drafting orders for signature of the Minister, ensuring all necessary/required consultation and Cabinet Submissions are done and coordinates the Gazetting of the Orders.
- Assists with the preparation of all legislative documents required to facilitate the enactment of legislation.
- Provides sound legal opinions/advice and briefs and reflects strong forensic skills and research.
- Assists in vetting Cabinet Submissions prepared by other departments and provides feedback to respective personnel before submission to Cabinet.
- Assists in the drafting of new laws and regulations relating to subjects and departments assigned to the Ministries.

- Assists the Attorney General's Department in Civil Cases on behalf of the Ministry and/or their departments and agencies, ensuring adequate support to the Attorney General's Department as required.
- Assists with the development and review of the legal framework for the reform of the local Commercial sector to maintain currency and relevance to the changing environment and its alignment to global standards
- Assists in the review of current legislation to determine the need for updating of provisions in response to policy changes and efficiency.
- Maintains high ethical standards in the conduct of professional and personal business.

## **OTHER**

- Performs any other related duties assigned, from time to time, by the Senior Assistant Attorney General (JLG/LO 5)

## **PERFORMANCE STANDARDS**

- Annual legislation programme accurately prepared in accordance with legal requirements and standards and presented within the agreed timeframe.
- Clear and accurate legal advice, opinions, briefs provided in accordance with legal frameworks and within the required timeframe.
- Contracts, leases and Memoranda of Understandings accurately prepared in accordance with established legal requirements and submitted within the stipulated timeframe.
- Cabinet submissions/notes accurately prepared in conformity with GOJ policies and submitted within the agreed timeframe.
- Drafting instructions orders, other legal instruments prepared in accordance with established GOJ guidelines and submitted within the agreed timeframe.
- High ethical standards maintained at all times.
- Reports are accurate and comprehensive and submitted within the agreed timeframe.
- Ministry represented at meetings/committees as required

## **REQUIRED COMPETENCIES**

<b>Item #</b>	<b>Core Competencies</b>	<b>Level</b>
1.	Oral Communication Skills	3
2.	Written Communication Skills	3
3.	Analytical Thinking	3
4.	Team-work and Cooperation	3
5.	Initiative	3
6.	Integrity	3
7.	Interpersonal Skills	3

8.	Problem Solving and Decision Making	3
9	Customer and Quality Focus	3
10	Planning and Organising Skills	2

Item #	Functional/Technical Competencies	Level
1	Report writing skills	3
2	Knowledge of the legal framework of Government	4
3	Sound knowledge of the Ministry's policies and procedures and the operations of government	4
4	Good research and analytical skills	4
5	Sound knowledge of conveyancing, laws governing the financial sector, Commercial Law, laws relating to investment and Trade, Industrial Relations law and Intellectual Property law.	3
6	Knowledge of Contract negotiations and drafting	3
7	Knowledge of the legislation process	3
8	Proficient in the use of relevant computer applications	3

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- An Attorney-at-Law licenced to practise in the Courts of Jamaica

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical office environment.