



CAREER OPPORTUNITY

The Jamaica Special Economic Zone (JSEZA), an agency of the Ministry of Industry, Investment and Commerce invites applications for the position of:

Contract - Chief Executive Officer

Job Summary

Reporting directly to the Chairman of the Board of Directors, the Chief Executive Officer (CEO) is responsible for the overall leadership and management of the Authority's operations. The primary responsibility of the CEO is to direct the company to align with the vision and mission for the Authority's future as established by the SEZ Act and the Board of Directors. This includes directing, administering, and coordinating the internal operational activities of the organization in accordance with policies, goals, and objectives set out in the regulations. The CEO is required to balance objectives internally and externally to strengthen and sustain the Authority's mandate. The CEO is also required to represent JSEZA by attending important events such as Government and Board meetings, international conferences, and public events as required.

Strategic Focus

- Establishing a solid foundation for the Authority
- Best Practice Build Out of Zone Locations
- Maximising the full potential of the Logistics Hub and Special Economic Zones Initiative
- Developing a Strong and Capable organisation for the Authority
- Demonstrating leadership and commitment to the Quality Management Systems Policy that guides the processes of the Authority in alignment with the ISO 9001:2015 standards.

Key Outputs

- Organizational vision, mission, goals, policies and objectives developed and implemented;
- Annual strategic plan, operational plan, programmes and budgets developed and implemented;
- Policies, procedures and awareness programmes developed, implemented and maintained;
- Advice given on local and international trends related to SEZs;
- New special economic zones created;
- Master concession agreements negotiated;
- A cadre of fully satisfied SEZs developers and operators maintained;
- International compliance protocols and agreements maintained;
- Signatory status signed and maintained;
- Customer satisfaction policies and objectives developed, implemented and measured;
- Relevant statutory requirements (annual reports, financial audit reports, and statutory deductions etc.) met on a timely basis;
- Effectively and efficiently managed infrastructure build-out projects;
- Management systems optimized;
- Competent staff for JSEZA employed;

Key Responsibilities

Establishing a solid foundation for the Authority

- Directs the development and preparation of short, medium- and long-term corporate strategies, business plans and annual operating budgets and annual procurement plans based on broad organization goals and objectives. Recommends their adoption to the Board of Directors; Directs the development and installation of procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the Authority;

- Ensures effective alignment between the priorities and focus of Departmental Team Members and the Strategic Priorities of JSEZA.
- Oversees internal operations to achieve budgeted results and other financial criteria, and to preserve the capital funds invested in the Authority;
- Ensures that best practices are adhered to and appropriate tools for project execution and management are made available;
- Ensuring resources are available for the completion of projects;
- Works with the Board of Directors and appropriate committees to source grant funding, technical assistance and to maintain and strengthen relationships with funding sources, identify and pursue additional sources of revenue and investment for JSEZA;
- Executes any deeds, mortgages, bonds, contracts, or other instruments which JSEZA's Board of Directors have authorized to be executed;
- Develops and establishes operating policies consistent with the SEZ Regime and BOD's broad policies and objectives and ensures their adequate execution. Appraises and evaluates the results of overall operations regularly and systematically, and reports these results to the BOD;
- Ensures that all activities and operations are performed in compliance with local and international standards, regulations and laws governing business operations;
- Ensure awareness of the FAA Act, Public Bodies Management Act and GOJ Procurement Policies.

Best Practice Build Out of Zone Locations

- Leads the successful planning, execution and implementation of projects by approving the development of full-scale project plans and associated communication documents;
- Interacts with MDAs, private-sector, key stakeholders, to advocate on behalf of and facilitate SEZ infrastructure projects and other initiatives important to economic and community development, to encourage expansion as well as new development, and to effect appropriate changes in policies that impact SEZ development;
- Develops and strengthens partnerships and participates in strategic collaborations with MDAs and key organizations
- Ensuring the Authority's exposure to risks on JSEZA infrastructural and development projects are minimized;
- For each critical Strategic Initiatives, verifies defined project scope, success criteria, goals and deliverables align with and support the Authority's strategic objectives;
- Maximising the full potential of the Logistics Hub and Special Economic Zones Initiative
- Directs the design, development and execution of local, regional, national, and international marketing efforts, initiatives, and campaigns designed to promote Jamaica Logistics and SEZ development, collaborates with the relevant MDAs for the development of linkages between local and international based industries and attract foreign direct and long-term investment into SEZs across Jamaica;

Develops a Strong and Capable Organization.

- Develops and maintains a sound plan of organization. Establishes policies to ensure adequate management development and to provide for capable management succession for those functions/business units falling under his/her responsibility;
- Directs the development and establishment of adequate and equitable personnel policies throughout the organization, including compensation policies and employee benefit plans. Ensures that the interests and welfare of employees as individuals are preserved and protected;
- Ensure that each department has a team of competent staff.
- Ensure a continuous vetting process for all investigators and ensures that there is a tight "fit" between the staff of the Investigations Department and the Values and Culture of JSEZA

Maintains relationships with internal and external partners and stakeholders.

- Utilization of objective communication medium.
- Develop and maintain collaborative protocols with related Agencies.

- Develop effective MOU's with external partner agencies involved in infrastructure development
- Coordinate communication and update with stakeholders.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Communicates the importance of effective quality management and of conforming to the quality management system requirements.
- Ensures that the quality management system achieves its intended results.
- Promotes improvement of the Quality Management Systems Policy within the Authority.
- Ensures customer and applicable statutory and regulatory requirements are determined, understood and consistently met.
- Establishes the Quality Management Systems Policy of the Authority.
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensures the Quality Management Systems Policy conforms with the requirement of the International Standards 9001:2015

Required Knowledge, Skills and Competencies

- Supply Chain Management
- Economic Analysis Cost/Benefit Analysis
- Contract Management
- Project Management (PMBOK)
- Best -practice Employee Performance Management
- Finance for Non-finance Managers
- Full computer literacy and skill in the use of typical Microsoft Office products

Minimum Required Qualification and Experience

- Undergraduate Degree in Logistics, International Trade, or related areas and/or extensive experience in the field;
- Post Graduate Degree in Business Administration or related discipline;
- 10 – 15 years' experience at an executive management level;
- General management experience across functions, but specifically strategic planning, market development, corporate governance, resource development and capacity building;
- Significant experience in integration the plans and priorities of all functional units and in “connecting the dots” so that there is the organisational alignment required for Strategic Achievement
- Executive experience in growing an organization through successful commercial ventures; and
- Experience of working with International logistics agencies or other reputed international development organizations will be a plus.

Special Conditions Associated with the Job

- General office working conditions
- Periodic visits to development sites inspection, potential and existing SEZ site locations throughout Jamaica
- Prolonged periods of concentration and high pressure when deadlines are to be met
- Extended and irregular working hours are expected
- May be required to work on weekends and public holidays
- There are potentially significant personal security risks associated with performing this role

- Commitment to the optimized processes within the recently established Quality Management Systems Policy in keeping with ISO 9001:2015 Standards

Application along with resume should be submitted no later than Friday, February 25, 2022, to:

**The Permanent Secretary
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5
Email: ps_office@miic.gov.jm**

We thank all applicants; however only shortlisted candidates will be contacted.