



MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce is inviting applications from suitably qualified officers to fill the post of **Commercial Business Analyst (GMG/SEG 1)** in the **Commerce Division** of the Ministry.

Salary range **\$1,640,253 - \$1,949,746 per annum** and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the **Director of Commerce (GMG/SEG 4)** the Commercial Business Analyst (GMG/SEG 1) is responsible for providing technical and analytical support through the conducting of research, surveys and providing objective and statistical analyses on supplies (imports, exports and distribution), pricing, quality and their relationship with fair trade, consumer welfare and protection towards commercial development

Key Responsibilities

Administrative Responsibilities

- Maintains monitoring mechanisms for selected commodities and provide periodic reports.
- Represents the Ministry and Division at meetings, seminars and workshops as required
- Assists with the organization of workshops and seminars.
- Collects data and develops and maintains databases for the Commodities Unit.
- Contributes to various divisional and ministry reports, briefs and position papers.
- Researches and prepares Cabinet Notes, Submissions and Ministry Papers.
- Prepares Monthly/Quarterly and Annual status reports.
- Maintains a system that fosters a culture of teamwork,
- Participates in the recruitment of staff for the Division/Unit

Technical/Professional Responsibilities

- Monitors the production, importation, export, quality, supplies and prices of selected commodities and the issues that impact the quality and supply of those commodities
- Assesses commodities supply and prices globally, regionally and locally and evaluate implications for the commercial sector and consumers.
- Monitors selected commodities in the local economy and prepare statistical and analytical reports on the performance of these commodities on a monthly, quarterly and annual basis.
- Monitors international, regional and local developments that impact commodities and prepare statistical and analytical reports on the effects of global market trends on the commodities in the domestic economy and the impact on commerce and consumers
- Establishes and maintains liaison with the relevant local, regional and international organizations for exchange of information and data relating to production, imports, exports, quality, distribution, supplies and 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 for selected commodities
- Analyzes data collected and prepares statistical and analytical reports.
- Conducts research and feasibility studies to enable sound decision making.
- Collaborates with internal stakeholders and external entities to conduct research and analysis to inform and support commerce/commodity planning
- Develops and maintains databases for selected commodities and prepare periodic statistical and analytical reports on the performance of the commodities; and other

commerce related databases to deliver increasing amounts of data for policy and decision making.

- Provides data analysis on selected commodities destined for commerce in relation to general supplies, prices, quality, standard and wholesomeness to inform policy recommendations
- Manages the commodities content on the Ministry's website.
- Supervises the input of data into the databases and the dissemination of information from that data via the Ministry's website.
- Manages the preparation of statistical and analytical reports on commodities that benefit under the various trade agreements
- Manages and assists with the compilation of CARICOM Monitoring Mechanisms reports for selected commodities are completed and submitted to the CARICOM Secretariat
- Assists in the preparation of issues for submission to the CARICOM Council for Trade and Economic Development (COTED).
- Assists with the development, monitoring and implementation of the Motor Vehicle Import Policy and Regulations
- Assist with the development, monitoring and implementation of initiatives and activities related to fair trading, consumer welfare and protection and other commerce related activities
- Work with Commerce related agencies to identify and monitor developments and emerging trends within the commercial system.
- Provide technical and liaison support to the work of the Agencies
- Draft Cabinet Notes and Submissions

Other Responsibilities

- Performs any other related duties and responsibilities as may be determined by the CTD/Permanent Secretary from time to time

REQUIRED COMPETENCIES

CORE

- Excellent conceptual, planning, research, and creative skills
- Advanced writing and editing skills.
- Must maintain a strict code of ethics in working with highly confidential data.
- Sound verbal, written and presentation skills.
- Strong analytical and organizing skills.
- Strong interpersonal and people management skills.
- Problem solving and decision-making skills.
- Ability to exercise good judgment.
- Ability to work effectively in a team and to work independently.
- Proficiency in the use of software relevant to the functions of the post

TECHNICAL

- Knowledge of GOJ policies and programmes.
- Sound knowledge of policy analysis, monitoring and evaluation;
- Sound knowledge of international best practices and trends in policy development, management and implementation
- Ability to conduct research analyze data and make sound and logical conclusions
- Good knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues
- Knowledge of modern approaches to policy research, development and analysis.
- Flexibility in responding to changes in priorities and demands at work
- Ability to establish and maintain cooperative working relationships with all segments of the ministry, its agencies and external stakeholders

MIMIMUM REQUIRED EDUCATIONAL REQUIREMENT

- Bachelor's Degree in Economics, Public Administration or equivalent in a related discipline
- Specialized training in modern approaches to research and data analysis would be an asset
- At least three (3) years' experience in a comparable working environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Maybe required to conduct site visits

**Applications accompanied by resume should be submitted no later than
September 23, 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.