



## **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 **Director, Commerce (GMG/SEG 4)**.

**Salary range \$3,154,073 - \$3,749,202 per annum** and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Chief Technical Director (GMG/CTD 1), the Director, Commerce (GMG/SEG 4), is responsible for designing, recommending and implementing policies, strategies, legislation and programmes that will ensure a stable, competitive and transparent commercial environment which balances the interests of domestic and regional producers, importers, retailers and consumers.

The incumbent is also to ensure that policy objectives of the Government of Jamaica are realized through effective coordination of the commerce portfolio of the Ministry.

### **Key Responsibilities**

#### **Management / Administrative Responsibilities**

- Supervises activities related to commerce unit, related projects and programmes within the Ministry.
- Verifies that the Division's work programmes and operational plan are based on technically sound objectives and are consistent with the priority of economic development.
- Reviews the corporate and operational plans of the commerce assigned agencies and provide recommendations to the Permanent Secretary to ensure alignment with the Ministry and overall GOJ objectives.
- Sits on the Board of Directors of commerce assigned agencies and provides liaison between the Ministry and its agencies.
- Submits projects and operation plans for consideration.
- Prepare the Divisional Plans and contribute to the Ministry's Strategic Business Plans
- Prepares the annual divisional budget.
- Prepares status and situational reports.
- Monitors the Division's contribution to the Ministry's legislation programme.
- Represents the Division's and Ministry at meetings on administrative matters.
- Manages and monitors the timely updating of divisional procedural manual
- Manages the preparation of commerce related collateral material
- Contributes to decision making processes in the Ministry as a member of the senior management team to shape the strategic and operational direction of the Ministry
- Liaises with the directors and staff in stakeholder ministries, agencies and department regarding programmes, legislation and other issues related to subject areas
- 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.
- Gives lectures, speeches and presentation on commerce related areas as required.
- Represents the Minister and/or Permanent Secretary as directed.

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

- Spearheads the formulation of an appropriate commercial policy and procedural framework closely with the agencies assigned to the commercial portfolio
- Designs the terms of reference and documents related to special projects, technical assistance and short-term consultants.

- Provides oversight responsibility for domestic and regional policy issues, projects, programmes, legislation and agencies that impact on commercial regulation which fall within the Ministry's portfolio.
- Balances the interests of domestic producers, importers, retailers and consumers within national laws as well as regional and multilateral trade rules.
- Manages the following key policy areas:
  - Business and trade facilitation
  - Company and business registration;
  - Standards development and regulation;
  - Consumer protection;
  - Application of provisions under the CARICOM Revised Treaty that govern trade;
  - Motor vehicle import policy;
  - Management and monitoring the supply of selected commodities;
  - Import and export licensing;
  - Regulation of fair trade on the domestic market;
  - WTO compatible trade remedies in the event of unfair or injurious levels of imports
- Oversees the execution of commerce related projects for which the Ministry has direct responsibility
- Supervises consultants appointed under special projects and /or programmes
- Identifies indicators to measure the impact of commerce related policies and purpose adjustments based on evaluation outcomes
- Coordinates consultations with sector interests and ensure that the necessary decisions and policy recommendations are facilitated
- Researches and prepares technical position papers in the areas assigned to the commerce portfolio
- Provides technical contributions for the preparation of speeches, media release and other documents as required
- Prepares Cabinet Submission, Notes, Ministry Papers, Green Paper, etc. on policy issues.
- Monitors and make recommendation on draft legislation
- Market forecasts are conducted and incorporated in the planning process.
- Prepares negotiating briefs for agenda items falling under portfolio areas on the CARICOM Council for Trade & Economic Development (COTED) and represents the Ministry on the GOJ delegation as required
- Devises strategies to handle trade problems with CARICOM Member States, working closely with the Ministry, Foreign Affairs and Foreign Trade.
- Interfaces with local and overseas institutions with regards to commerce related initiative and issues
- Monitors developments in all bilateral and multilateral trade agreements that impact on the Ministry's commerce portfolio
- Represents the Ministry at national, bilateral, regional and multilateral meetings dealing with commerce related issues
- Negotiates partnership agreements with private and public sector bodies regarding commerce related programmes and initiatives.
- Manages relationships with key stakeholders in managing policy interventions.

### **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 in attaining established personal and organizational goals
- Participates in the recruitment of staff for the division and recommends transfer, promotions, termination and leave in accordance with the established human resource policies and procedures.
- In collaboration with the Human Resource Department, develops and implements a training and 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 developmental 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 goal.
- Represents the staff at senior management and other meetings and ensures effective communication of information on their behalf.

#### **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**

- Oral & Written Communication Skills
- Planning & Organizational Skills
- Presentation Skills
- Integrity
- People Management Skills
- Initiative
- Goal/Results Oriented

##### **Technical**

- Knowledge of trade and economic policies of Jamaica/CARICOM countries
- Knowledge of pricing and supplies mechanisms and related legislations
- Knowledge of Customs Act and regulations
- Knowledge of Programme Budgeting and Financial Management
- Knowledge of International Trade and the Commercial Environment
- Knowledge of the structure and function of the import /export marketplace
- Knowledge of Research Methodologies
- Report Writing Skills
- Analytical Thinking
- Knowledge of safeguards and antidumping measures.
- Knowledge of the operations of Government and specific Regional and International Organizations
- Knowledge of Statistics tools

#### **Minimum Required Qualification and Experience**

- First degree in Public Administration, International Trade, Business Administration or other related fields. Postgraduate degree in relevant field would be an asset.
- Ten (10) years' experience in related field at a Senior Management level
- Experience and Training in Project Management would be an asset

#### **Special Conditions associated with the job**

- Local and overseas travel occasionally

**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](mailto:hrm@miic.gov.jm)**

**Please note that we thank all for responding, but only short-listed applicants will be contacted.**