



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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16th March, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce**:

1. **Director, International Trade (GMG/SEG 4) Not Vacant**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Investment Projects and Implementation Manager (GMG/SEG 4) Vacant**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
3. **Senior Compliance Officer (FMG/AS 3) Vacant**, salary range \$2,551,250 - \$3,032,635 per annum and any allowance(s) attached to the post.
4. **Senior Secretary (OPS/SS 3) Not Vacant**, salary range \$1,007,823 - \$1,197,984 per annum and any allowance(s) attached to the post.

1. **Director, International Trade (GMG/SEG 4)**

Job Purpose

Under the direction of the Chief Technical Director (GMG/CTD 1), the Director, International Trade (GMG/SEG 4), uses Trade Policy as a tool for economic development through the planning, coordination and execution of activities related to international trade and the negotiation of trade agreements. To provide technical advice and policy recommendations to the Ministry and other public and private sector officials on trade issues and negotiations and their implications for the Industrial and Commercial Sectors in Jamaica.

Key Responsibilities

Management

- Participates in the development of the strategic direction of the Ministry;
- Organises and documents Work Plans and Budgets within established timeframes;
- Ensures that approved Work Programmes and Operational Plans are based on technically sound objectives and are consistent with the priorities of economic development;
- Reviews the Corporate and Operational Plans of the trade related Agencies and provide recommendations to ensure alignment with the Ministry, and overall GOJ objectives;
- Represents the Ministry on Portfolio Agency Boards as required and provides liaison between the Ministry and these Agencies;
- Represents the Ministry at meetings on administrative matters as required;
- Ensures the timely updating of Procedural Manuals related to job function;
- Manages the preparation of collateral material related to job function as required;
- Liaises with the directors and staff of Private Sector associations in the area of trade;
- Liaises with head of Agencies and senior staff in stakeholder Ministries, Agencies and Departments re issues related to job function;
- Prepares and submits performance and other reports as required;
- Organises proper systems to ensure storage of information, documents, data etc.

Technical/Professional

- Provides technical support to the Ministry in the area of trade policy and research, including but not limited to: market access, safeguards, dumping, rules of origin, tariffs, competition, technical barriers to trade, standards and accreditation;

- Conducts Sector and product research as required to determine the Trade Policy Strategies that maximise economic benefit to Jamaica;
- Co-ordinates consultations within the Ministry and its Agencies to ensure that the Ministry's positions are harmonised;
- Ensures that Trade Policies are clearly articulated and implemented in the formulation of plans, policies and programmes;
- Reviews and analyses macro-economic indicators and their effects on trade in the Industrial and Commercial Sector and submits recommendations for appropriate policy corrections where necessary;
- Provides technical and strategic advice to the Ministry on emerging trade issues arising within national, regional and international fora;
- Prepares information and data to inform specific trade negotiations;
- Tracks, evaluates and reports on major developments in the International Trade and Economic environment;
- Ensures co-ordination across the Ministry to provide adequate trade training opportunities to the Industrial and Commercial Sectors;
- Acts as a Focal Point for the Ministry's related trade activities with the Ministry of Foreign Affairs and Foreign Trade;
- Designs and leads on special trade initiatives, programmes and projects as required;
- Liaises with regional and international organizations to seek funding for trade policy related activities;
- Provides input for speeches and technical papers as required;
- Ensures that trade developments and events are promoted and publicised;
- Prepares and delivers presentations as required;
- Represents the Ministry's Trade Policy Recommendations and Positions at meetings, negotiations and seminars.

Human Resource

- 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 organisational goals;
- Participates in the recruitment of technical staff for the Ministry and recommends transfer, promotion, termination 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;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals.

Required Knowledge, Skills and Competencies

- Strong leadership skills.
- Excellent research and analytical skills.
- Excellent communication and negotiating skills.
- Ability to manage change initiatives.
- Strong customer orientation.
- Extensive knowledge and understanding of multilateral and regional trade agreements and organisations.
- Extensive knowledge and understanding of trade and economic policies of Jamaica and other CARICOM states.
- Knowledge and understanding of the operations of the GOJ policy and procedural framework.
- Proficiency in the use of relevant computer applications.
- Practical understanding of commercial trade practices and trade terms.
- Ability to effectively plan and organise in a complex environment with competing priorities.
- Ability to analyse and interpret changes in the economic, political and social environment.

Minimum Required Qualification and Experience

- Bachelor's Degree in International Relations, Management, Economics, Public Administration or related discipline and
- At least ten (10) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations

OR

- Master's Degree in International Relations and
- At least five (5) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations

2. Investment Projects and Implementation Manager (GMG/SEG 4)

Job Purpose

Under the supervision of the Divisional Director, the Investment Project Implementation Manager is charged with implementing special projects deemed as critical to the Ministry and Political Directorate.

Key Responsibilities

- Designs the implementation Plan and Review Programme for specific projects;
- Prepares the Division's Operational Plan and Budget;
- Provides administrative/technical support and policy advice to the Divisional Director on organizational matters to improve the effectiveness of the Division;
- Provides policy advice for the Political Directorate regarding investment facilitation and investment mobilization by identifying issues that act as constraints and formulates proposals/corrective measures for the development of the Sector;
- Co-ordinates meetings with Business Sector interests and Public Sector entities;
- Assess the impact of Government policies and programmes;
- Represents the Division on committees relating to and impacting on investments and prepares reports for distribution to the Divisional Director, Permanent Secretary and political directorate;
- Evaluates the performance of agencies under the Division by ensuring that the requisite submissions (Annual Reports, Budgets) are made on a timely basis;
- Ensures programmes and activities carried out by the Agencies are in harmony with national policies and priority projects approved by the Political Directorate;
- Prepares Cabinet Submissions and Position Papers for review by the Director and Permanent Secretary on matters related to the Unit's portfolio;
- Collaborates with Jampro to attractively package investment opportunities;
- Oversees programme implementation with regard to specific investment projects under the purview of MIIC;
- Co-ordinates media interaction relative to investment projects and special project Assigned;
- Provides leadership through the development of employee performance targets and standards and motivates staff to optimum performance levels;
- Participates in the development of Staff Training Programmes;
- Communicates general information concerning projects under management to colleagues and staff within the Division and Ministry;
- Manages/ensures that staff are aware of and adheres to relevant policies and guidelines.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Leadership skills
- Time management skills
- Integrity
- Teamwork and co-operation
- Customer service and interpersonal skills
- Planning and Organization skills
- Problem solving and decision making skills
- People management skills

- Ability to impact and influence
- Sound knowledge of Investment and Trade Policy issues.
- Sound knowledge of Public Service regulations, policies and procedures
- Knowledge of relevant legislation
- Knowledge of Programme Budgeting
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action
- General knowledge of the operations of Government rules, regulations and procedures
- Knowledge of long range planning concepts and principles
- Proficiency in the use of relevant computer software.
- Methodical
- Change management skills
- Project management skills
- High integrity and confidentiality
- Analytical Skills

Minimum Required Qualification and Experience

- Graduate Degree in Business Administration, Management or relevant area.
- Degree in Economics/Commercial Law/Management Studies or relevant area.
- At least five (5) years' experience in a Senior Management post
- At least three (3) years in the Senior Management post in the Public Service

3. Senior Compliance Officer (FMG/AS 3)

Job Purpose

Under the direct supervision of the Regional Manager (GMG/SEG 3), the Senior Compliance Officer (FMG/AS 3) ensures internal policies and procedures are adhered to in accordance with standards of the Financial Administration and Audit Act (FAA Act) and the internal controls are adequate for the maintenance of integrity and transparency in the P.C Bank's operation.

Key Responsibilities

- Plans, organizes and co-ordinates inspections and audit interventions to ensure timely and adequate resources for these interventions;
- Administers inspection and audits within budgetary allocations;
- Reviews and compiles Inspection and Audit Reports;
- Participates in Department's Strategic Planning process;
- Develops Operational Plan and specific approaches to interventions;
- Develops schedules for Inspectors and Assistance Inspectors to assist in carrying out audits and inspections;
- Represents the organization at meetings at seminars/conferences;
- Liaises with other institutions re departmental issues e.g. audit firms on external audit matters.

Technical/Professional

- Conducts Risk Assessment to determine key areas of Audit;
- Reviews and revises Working Papers of Department;
- Writes Audit Reports stating deficiencies, implications/deviation and makes recommendations;
- Submits Audit Report for perusal and subsequent actions by the Board;
- Analyses PC Bank financial performance by calculating and interpreting financial ratios;
- Reviews policy documents and plans for the P. C. Bank;
- Reviews Fit and Proper Questionnaires for Directors, Committee Members, Senior Staff of the P. C. Bank.

Human Resource

- 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 Section/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a systems that fosters a culture of teamwork, employee empowerment and commitment to the Section's/organization's goals.

Required Knowledge, Skills and Competencies

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent knowledge of the Acts, Regulations and Rules governing the Departments functions
- Proficient in relevant software applications
- Good Report writing skills
- Knowledge of the operations and processes of the P. C. Bank
- Knowledge of co-operatives and friendly societies principles
- Goal/results oriented
- Good interpersonal skills
- Good oral and written communication skills
- Good organizing and planning skills
- Good problem solving and decision skills
- Initiative
- Integrity
- Leadership
- Strong customer and quality focus skills
- Teamwork and co-operation

Minimum Required Qualification and Experience

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset;
- Over two (2) years but less than five (5) years' experience in audit/specialized area.

Special Conditions Associated with the Job

- Island-wide travel
- Working outside the normal working hours in completing the Work Programme
- Working on weekends

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direct supervision of the Director, International Trade (GMG/SEG 4), the Senior Secretary (OPS/SS 3) is responsible for providing administrative and secretarial support to facilitate the efficient functioning of the International Trade Branch.

Key Responsibilities

- Undertakes research, collates and presents information;
- Assists with the preparation of Cabinet Submissions and Briefs;
- Takes dictation and reproduces letters, memoranda, and reports;
- Maintains logs of all incoming and outgoing correspondence;
- Attends meetings to record Minutes and reproduce same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials;
- Maintains a system of confidential files;
- Makes photocopies, faxes and bounds documents;
- Maintains diary and schedules appointments and meetings;
- Prepares documents and makes travel arrangements;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Provides secretarial support to the Ministry's Steering Committee and Technical Committees on Trade Facilitation;
- Attends, records and maintains Minutes of meetings of the Ministry's Steering Committee and Technical Committees on Trade Facilitation;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Receives/directs and screens telephone calls and visitors and refers for necessary action to relevant officers;
- Respond to queries on operational and administrative matters.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Good customer relation skills
- Ability to work on own initiative
- Good planning and organizing skills
- Good problem solving and conflict management skills
- Knowledge of the operations of Government/Ministry's Policies, Practices and Procedures
- Good typing and shorthand skills
- Proficient in relevant software applications
- Sound knowledge of web-based research techniques

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by résumés should be submitted **no later than Tuesday, 29th March, 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 only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**