

INTERNAL JOB ADVERTISEMENT
MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE
CAREER OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant position of **Commerce Policy Analyst (GMG/SEG 2)** in the Commerce Division.

Salary Range: \$3,332,803 - \$4,482,249 per annum and the allowances attached to the post.

JOB PURPOSE

Under the supervision of the Director Commerce, (GMG/SEG 4), the Commerce Policy Analyst is required to conduct research, design recommend and implement policies, strategies, initiatives and programmes to facilitate Commerce. Additionally, the incumbent is responsible for providing technical support and research based recommendations to mitigate gaps in the existing policies.

The Commerce Policy Analyst is also required to write Cabinet Submissions, Cabinet Notes, Briefs and Reports on current emerging and interrelated matters impacting Commerce in the Jamaican and global environment.

KEY RESPONSIBILITIES

Management and Administrative Responsibilities

- Identifies resources needed to meet the policy objectives
- Prepares reports, speeches and briefs
- Participates in the Division's policy, visioning, development and performance review sessions, corporate and operational plans and budgets
- Review Corporate and Operational Plans to ensure alignment with MIIC and GOJ objectives and the priorities of economic development.
- Evaluates the feasibility of proposed and existing policies, initiates research and analyses Commerce issues.
- Represents the Ministry at meetings, conferences, workshops and other fora
- Liaises with various Divisions/Departments of this Ministry and other Ministries/Agencies/Private Sector in developing policies, plans and projects for the Commerce Sector.
- Prepares draft annual work plan of duties to be considered for consideration.
- Responds to requests for information from the Ministry, other Ministries, Agencies and the general public.
- Supplies information to other Ministries, Agencies and stakeholders with regards to Commerce issues.

- Plans meetings and workshops

Technical/Professional Responsibilities

- Monitors trends and new developments in the global environment to ascertain need for changes in policies or formulation of new ones.
- Determines the need for further policy research and analysis and makes research based recommendations to mitigate gaps in existing policies.
- Conducts research on emerging issues within the landscape and presents skeletal outline for consideration.
- Conducts studies, surveys, interviews and consultations to inform plans and policies for the sector.
- Develops policy instruments to effectively address Commerce issues, develops performance indicators and programmes evaluation criteria and methods to track policy impact.
- Plans and arranges consultations, meetings and workshops as required.
- Liaises with Senior Legal Officer concerning amendments to existing legislation as necessitated by policy changes.
- Conducts and writes speeches and papers for local and International agencies.
- Monitors and prepares reports on Commerce issues and the current status of related programmes and projects.
- Examines and refines information, analyses and reports on the effects of Global markets trends on the Commerce in the domestic economy and the potential impact on entrepreneurship.
- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the coordination of data collection, compilation, examination, analyses and dissemination for businesses.
- Analyses the data collected and provides accurate and timely information in a clear and concise manner as required.
- Prepares statistical and analytical reports based on data analyses..
- Maintains liaison with stakeholders on policy matters.
- Prepares briefing documents for Jamaica's representatives' participation in local, regional and international meetings as required.
- Collaborates with internal and external stakeholders to conduct research process as required for preparation of technical reports and briefs.
- Responds to information request from internal and external publics.
- Ensures systems are maintained for the monitoring of issues and for providing data and technical advice on issues of relevance to the portfolio.
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and/or effectiveness.
- Performance of any other duties that may be assigned from time to time. For example organizing and managing special projects or assignments as directed.

Other Responsibilities

- Undertakes any other related duties that reasonably fall within the remit of the post

REQUIRED COMPETENCIES

- Excellent Written/Oral communication skills
- Good Research Skills
- Team work and cooperation
- Good working knowledge of research methodologies
- Good interpersonal skills
- Possesses good fore-sighting skills to determine opportunities and possible areas of intervention for Government.
- Problem solving and decision making skills
- Good analytical and critical thinking skills.
- Managing Partners
- Excellent report writing skills.
- Managing the Client Interface
- Proficient in the use of relevant computer applications
- Excellent Planning and Organizing skills
- Knowledge of the operations of government/Ministry's policies and procedures
- Goal results oriented
- Integrity

MINIMUM REQUIRED QUALIFICATION

- First Degree in Management Studies, Public Sector Management/Administration or equivalent related discipline.
- Training in Policy Analysis and Management
- Training in Project management
- At least two (2) years' experience in a policy related position in the Public Service.

**Applications accompanied by resume should be submitted no later than
December 21, 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.