



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

April 7, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position.

PRINCIPAL DIRECTOR TRADE, INVESTMENT AND COMMERCE (GMG/SEG 6) – VACANT

Salary: \$9,401,821 per annum

JOB PURPOSE

Under the direction of the Chief Technical Director, the Principal Director is required to provide guidance and, leadership and monitoring of policy and legislative framework matters related to trade, investment and commerce as well as provide oversight for the implementation of all projects related to these portfolios. The Director will also develop and deliver strategies and programmes to promote export growth and increased investment and will build and leverage relevant high-level networks and relationships with local, regional and international partners and stakeholders.

KEY OUTPUTS

- Technical advice and inputs on a wide range of portfolio (Investment, Trade and Commerce) matters and any other subject areas provided.
- Technical analysis of documents related to on a wide range of portfolio (investment, trade and commerce) and or any other subject provided.
- Projects/milestones/targets met in accordance with agreed timelines.
- Technical/Special reports provided.
- Ministry Papers, Cabinet Submissions and other high level reports submitted.
- Agreed performance targets of the technical (commerce, trade and investment) managed.
- Human resources within the CTD Directorate managed in a harmonious manner and in accordance with the various legal and public sector requirements.
- Staff performance evaluated and assessed.
- Staff needs identified and addressed.
- Satisfied customers

KEY RESPONSIBILITIES:

Management and Administrative Responsibilities

- Prepares and oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences Oversees the development and implementation of the Branch's Strategic Business/ Operational Plans, Budget and Individual Work Plans
- Represents the Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars relevant to the Division's roles and functions.
- Reviews Annual Reports from agencies
- Ensures that policies and programmes of the of the assigned Units and Divisions as well as agencies and projects under its purview are administered efficiently to achieve set targets.
- Ensures Operational Plan of the assigned Units and Divisions are technically sound and that objectives set are achievable and consistent with overall Policy Directive.

Technical/Professional Responsibilities

- Develops and delivers investment attraction strategies to promote Jamaica as an ideal location for foreign direct investment and business development across priority industry and growth sectors.
- Supports Jamaican companies seeking to develop significant trade and investment opportunities.
- Leads engagement with relevant Ministries, Agencies and Departments, and regional and international organizations to provide input and delivery on market access barriers issues, internationalization of micro, small and medium-sized enterprises, and expansion of trade in services.
- Initiates, plans and manages activities to generate interest and awareness of the investment and business development potential for businesses.
- Schedules and participates in events, conferences, exhibitions, presentations, roadshows, and meetings to promote the country's interests in targeted economic sectors and its export strategies.
- Develops and maintains relevant high-level professional networks and relationships in local, regional and international markets for the benefit of Jamaican businesses, agencies, institutions, and organizations.
- Provides guidance on trade related inquires around agreed major trade opportunities.
- Identifies issues that inhibit access to regional and international markets for Jamaican exporters and investors and communicate these barriers to relevant organizations.
- Actively apply sound business practices and maintain accuracy of information in all interactions to deliver accurate and timely reporting and effective relationship management.
- Utilizes networks and relationships to facilitate business relationships between Jamaica and local and international agencies, institutions, and companies.
- Leads consultations on trade, investment and commerce related policies, programmes and legislation with stakeholders at a national, regional and international level, in keeping with GOJ policies.

- Oversees the monitoring of assigned agencies with the Ministry's to ensure compliance with GOJ's policies and guidelines as well as compliance with the public investment and procurement framework with respect to investment projects.
- Prepares and reviews Cabinet Submissions, Notes, Briefs, Reports and Position Papers to facilitate the implementation of policies, projects, legislation that support improvement of the business environment.
- Provides policy direction to agencies under the Ministry's purview.
- Negotiates partnership agreements with bodies, private and public, with respect to Investment Programmes, projects and activities. Monitors these agreements to ensure compliance with deadlines and in accord with the stated objectives.
- Monitors and supervises activities related to investments and investment project implementation.
- Interfaces with critical local institutions and organization on an ongoing basis e.g. Development Council, NEPA & NLA, with a view to enhancing the flow of approvals for investment projects and resolving any issue (s) that may disrupt successful project implementation.

Human Resource Responsibilities:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes.
- Provides leadership to staff through effective objective setting, delegation, and communication.
- Promotes a work environment that encourages continuous learning and new skill development.
- Provides guidance to staff through coaching, mentoring, training, providing assistance and support as needed.
- Participates in the recruitment and selection of staff.
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division, the Ministry, and the Government
- Initiates disciplinary proceedings where appropriate.
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively.
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems and provide solutions that facilitate the achievement of objectives.
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division.

Other Responsibilities:

- Performs related duties assigned from time to time.

PERFORMANCE CRITERIA

- Accurate and comprehensive technical advice and inputs on a wide range of portfolio (Investment, Commerce and Trade) provided within the agreed timeframe.
- Sound technical analysis of documents related to a wide range of portfolio (investment, trade and commerce) and or any other subject provided.
- Projects/milestones/targets met in accordance with agreed timelines.
- Accurate and comprehensive technical/special reports provided within specified timeframe.
- Cabinet Submissions, Ministry Papers, policy recommendations, brief and position papers on technical matters are appropriately prepared and submitted within the required timeframe
- Agreed performance targets of the technical (investment, commerce and trade) managed in keeping with the Ministry's service standard.
- Human resources within the CTD Directorate managed in a harmonious manner and in accordance with the various legal and public sector requirements.
- Staff performance evaluated and assessed in keeping with the Government of Jamaica Performance Management Appraisal System (PMAS).
- High quality work delivered within allotted time without the need for careful vetting by the Permanent Secretary
- Established departmental and personnel targets achieved within the set timeframe
- Project/Programme monitoring mechanisms are comprehensive and satisfy the requirements of all stakeholders
- High ethical standards are maintained in the conduct of professional and personal business.

KEY COMPETENCIES

Core

- Excellent leadership and problem-solving skills.
- Excellent oral and written communication and presentation skills
- Negotiating skills
- Excellent interpersonal skills
- Excellent planning and organizational skills
- Customer and quality focus
- Time management

Technical

- Ability to manage conflicting and complex demands and priorities, work at pace, flexibly and under pressure and make effective decisions.
- Experience of a successful leadership role in a complex organization, providing strategic prioritization and clear evidence of empowering others to achieve organizational goals.
- Significant experience in and/or high-level understanding of the trade and investment activities in the priority industry sectors for Jamaica.
- Experience working with international development partners and preparing project proposals and grant funding documents.
- Ability to apply conceptual and critical thinking skills to analyse and resolve complex issues.

- Proven knowledge of investment, commerce and trade issues and the overall Jamaican business environment.
- Excellent knowledge of Jamaica Promotions Act, Investment Incentives Act and other relevant legislation.
- Knowledge of Jamaica's trade agreements and international obligations
- Strong ability to build networks and develop collaborative relationships internally and between industry, Government, community and other stakeholders.
- Strong ability to lead a team through empowering and encouraging them to take responsibility and achieve results.

MINIMUM REQUIRED QUALIFICATIONS AND EDUCATION

- Graduate or Post-Graduate qualification in International Business, Trade, Economics/Finance, Business Administration, or related areas
- Five (5) to seven (7) years' experience in a Senior Management position
- At least three (3) years of experience in trade, investment, or commerce policy.

AUTHORITY

- Recommends employment of staff in the division.
- Recommends leave, disciplinary action, promotions and other HR actions.
- Approves technical papers, briefs, submissions and a plethora of reports submitted by officers for ministerial attention.
- Sets parameters for project proposals.
- Recommends whether to pursue issues at the national level.
- Approves expenditure within assigned limits.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Occasional need to travel on Government Business/Workshops (local and overseas)
- Ability to work under stress and meet very short deadlines while maintaining high standards of work.
- Must be resourceful in ability to get things done within a complex bureaucracy without getting easily frustrated.
- Have or able to build strong high-level network in the public and private sector.
- Reliable and trustworthy
- Must be flexible and available at all times.
- Must be flexible and able to be called on at any/or odd times to deal with unexpected demands.

**Applications accompanied by resume should be submitted no later than
April 10, 2026 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.