



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry



JAMAICA BUSINESS DEVELOPMENT CORPORATION

CHIEF EXECUTIVE OFFICER

Suitably qualified persons are invited to apply for the position of **Chief Executive Officer (GMG/CTD 1) (Pay Band 13) - VACANT** in the Jamaica Business Development Corporation (JBDC) an Agency of the Ministry of Industry, Investment and Commerce.

Salary Range: **\$12,644,404 -17,005,318 per annum**

JOB PURPOSE

The Chief Executive Officer reporting to the Chairman of the Board of Directors is responsible for managing the Corporation in keeping with prevailing national micro, small, and medium enterprises (MSME) industry development, entrepreneurship policies, objectives, and programmes to promote economic growth and global competitiveness.

KEY RESPONSIBILITY AREAS

- Advises the Minister of Industry, Investment and Commerce on MSME and entrepreneurship development policy issues.
- Assumes the ultimate responsibility for the overall control, monitoring and implementation of established organizational policy for successful administration of the organization.
- Develops strategic plans to facilitate achievement of both short- and long-term corporate goals and objectives in consultation with the Management Team.
- Coordinates the activities of the Corporation towards the achievement of the primary objectives of MSME and entrepreneurship development in the productive sector and the fostering of an entrepreneurial culture nationally.
- Conceptualizes, develops, and implements programmes of in-company assistance geared to developing and maintaining the international competitiveness of MSMEs
- Ensures that the policies and directives of the Board of Directors are executed.
- Directs the overall administration of the organization's finances
- Initiates and encourages linkages with centres of excellence, tertiary institutions, and other institutions (locally and internationally) involved in MSME and entrepreneurship development.
- Ensures the implementation of an up-to-date Client's Charter, including the thorough investigation of complaints from clients and other stakeholders and provision of requisite reports to the Board.
- Ensures the implementation and maintenance of preventative industrial relations programmes and practices which foster a positive and harmonious work environment for staff.
- Ensures the preparation and submission of the Annual Report to the Ministry of Industry, Investment and Commerce.
- Ensures the development, implementation and periodic review of sound organizational structures and suitable information systems, and the establishment of comprehensive policies and procedures to govern same.
- Oversees the communications policy and programmes of the organization to ensure that its policies and programmes are clearly communicated, and information is disseminated on a timely basis.
- Establishes linkages, develops contractual relationships with local and international stakeholders, and leads negotiations to facilitate the delivery of MSME and entrepreneurship development programmes.
- Directs and monitors the formulation of business models aimed at improving the overall efficiency of operations and the financial status of the Corporation.
- Initiates and monitors within established guidelines, the implementation of commercial projects geared towards improving the revenue base of the Corporation.
- Collaborates with the Permanent Secretary in respect of government directives and legislative amendments related to the Corporation.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's degree in Business Administration/ Public Administration or equivalent with exposure to Production and Operations Management.
- Specialized/Post-graduate training in MSME and/or entrepreneurship development or equivalent.



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- Minimum of seven (7) years' experience at a senior management level, at least 3 of which should be in the productive sector.
- Knowledge of the productive sector.
- Knowledge of the National Industrial Policy.
- Sound knowledge of the theory, principles, practices and functions of general management including policy formulation and implementation and strategic planning;
- Sound knowledge of economic trends and current investment, lending and funding policies and practices.

**Applications accompanied by resume should be submitted no later than
May 20, 2026 to:**

**The Permanent Secretary
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue Kingston 5
Email: ps_office@miic.gov.jm**

We thank all applicants for responding, however, only those short-listed will be contacted.