



JAMAICA TRADE BOARD LIMITED

TRADE ADMINISTRATOR/CHIEF EXECUTIVE OFFICER

Suitably qualified persons are invited to apply for the position of **Trade Administrator/Chief Executive Officer (GMG/SEG 6) (Pay Band 12)** in the Jamaica Trade Board Limited (JTBL) an Agency of the Ministry of Industry, Investment and Commerce.

Salary: \$9,401,821 per annum

JOB SUMMARY

The Trade Administrator/CEO shall provide strategic leadership to Jamaica Trade Board Limited (JTBL) in accordance with The Trade Act and Regulations. The Trade Administrator/CEO will work closely with the Board of Directors to chart the broad strategic, governance and policy directives for JTBL and will ensure the effective implementation of these policies, procedures, programs and support mechanisms as well as compliance with the relevant laws and regulations.

KEY RESPONSIBILITY AREAS

- Takes direct responsibility for ensuring the effective administration of and compliance with the Origin Certificate and Quota Management under domestic obligations Trade (Certificate of Jamaica Origin) Regulations 1984 and international Bilateral Agreements;
- Ensures Jamaica meets its obligations under International Trade Agreements;
- Acts as a catalyst in facilitating commerce through interfaces with a wide range of organizations including Embassies, Ministries and Departments of Government and public sector and private agencies and organizations;
- Exercises vigilance to ensure that international rules relating to fair trade are honored by Jamaica and its trading partners;
- Provides timely data analysis on distributive trade, production and consumption patterns by region and commodity as vital ingredients of good business and policy decision;
- Ensures JTBL performs the role as the registering and certifying authority under the Electronic Transactions Policy, including the custodian of the Public Key Facility in securing the internet for Electronic Business;
- Performs an advocacy role of Government policy to the private sector and for the private sector to the Government;
- Implements all policy decisions of the Board and Government, relative to portfolio responsibilities;
- Maintains effective control mechanisms and procedures for monitoring the operations of JTBL and ensuring effective performance of its mandate;
- Ensures that statistical data and information relating to core functions are kept current and accurate to aid decision-making, guide policy formulation and, where applicable, be accessible to stakeholders;



- Maintains working alliance with the Ministry of Foreign Affairs and Foreign Trade and provides timely reports and recommendations to the Minister on performance on Trade Agreements;
- Communicates to stakeholders, including the general public, provisions of Government policy being administered by Jamaica Trade Board Limited and notify the Ministry of Foreign Affairs and Foreign Trade/World Trade Organization (WTO) on any changes to operational procedures;
- Leads the corporate planning process and prepares, with the active involvement of senior managers, operational plans for Jamaica Trade Board Limited with the Annual Budget as an integral part of these plans;
- Ensures that revenue collection and record-keeping are executed in line with standard accounting principles/practices and that all statutory requirements;
- Develops and coordinates a Trade Information Service and Data Bank;
- Provides reports to the Minister and the Board of Directors as indicated.

CORE COMPETENCIES

- Excellent oral and written communication skills
- Excellent organizational and managerial Skills
- Strong leadership capabilities
- Demonstrated entrepreneurial instincts
- Mediation Skills
- Policy Formulation Skills
- Sound judgement
- Interpersonal Skills
- Change Management skills
- High level of Compliance
- Integrity and ethics exercised in the performance of duties

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's degree in Economics, Law, Business Administration, Public Administration, International Relations from a recognized tertiary institution;
- Seven (7) years' experience at the executive management level.

OR

- Bachelor's degree in economics, Law, Business Administration, Public Administration, International Relations from a recognized tertiary institution;
- At least ten (10) years' experience at the executive management level.



SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure;
- Typical office environment, no adverse working conditions.

**Applications accompanied by Resume should be submitted no later than
June 19, 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.