



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

July 10, 2026

CAREER OPPORTUNITY

Are you a results-oriented professional who is passionate and ready to contribute to Jamaica's economic growth and development in a different sphere? Apply for the post of Trade Facilitation Officer (**GMG/SEG 1**), **VACANT** in the International Trade Division.

Trade Facilitation Officer (GMG/SEG 1)

Salary: \$3,501,526 per annum

JOB SUMMARY

Under the direction of the Director, Trade Facilitation and Trade Policy, the incumbent is to facilitate and enhance trade activities within the Ministry and its portfolio Entities/Agencies. The incumbent is responsible for *coordinating* trade facilitation initiatives aimed at improving the efficiency of cross-border trade. The incumbent is also responsible for liaising with both internal and external stakeholders to ensure compliance with the trade facilitation agreements and initiatives.

KEY OUTPUTS

- Support provided in the development and implementation of Trade facilitation initiatives
- Stakeholder engagement reports prepared
- Compliance reports prepared
- Operational Plans and Budgets produced and delivered
- Coordinate training and educational programmes with relevant MDAs on trade facilitation related issues
- Stakeholder engagement sessions held

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Assists with the development and implementation of trade facilitation initiatives
- Coordinates with relevant stakeholders to streamline trade facilitation processes
- Ensures compliance with trade facilitation agreements and initiatives
- Conducts research and provides technical advice on trade facilitation related issues
- Monitors and evaluates the effectiveness of trade facilitation initiatives
- Represents the Ministry at national, regional and international trade ~~negotiations~~, meetings and conferences

- Prepares reports and presentations on trade facilitation activities and initiatives ~~outcomes~~
- Maintains up-to-date knowledge of global trade trends and regulatory changes
- Advises on the adoption and implementation of best practices in trade facilitation
- Oversees the development and maintenance of trade data systems and databases
- Collaborates with IT teams to implement and enhance digital trade platforms
- Analyses trade data to identify trends, opportunities, and areas for improvement

Management and Administrative Responsibilities

- Participates in the preparation of the annual budget and operational plan for the International Trade Division
- Ensures the timely production and submission of reports

Human Resource Management Responsibilities

- Evaluates and monitors the performance of staff within the division
- Participates in the performance management process

Other Responsibilities

- Performs other related duties consistent with the category, nature, function and objectives of the job.

PERFORMANCE STANDARDS

- Trade facilitation initiatives developed and implemented according to established standards and guidelines
- Stakeholder engagement reports produced and delivered on time
- Compliance reports accurate and timely
- Operational Plans and Budgets produced and delivered according to established standards
- Timely production and submission of reports in accordance with with reporting schedules.

Internal and External Contacts

Contacts within the organisation required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
Senior Director, International Trade	Providing updates, coordinating work activities and providing guidance on trade facilitation initiatives
Chief Technical Director, Principal Director	Reporting on compliance and operational matters
Director, Trade Facilitation and Trade Policy	Coordinating work activities

Contacts external to the organisation required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
International Trade Organisations	Representing the Ministry in trade negotiations
Local, Regional and International Trade Consultants	Providing support and advice on trade facilitation services

MDAs, Border Regulatory Agencies	Providing support and advice on trade facilitation services
Trade and Industry Stakeholders	Conducting consultations and providing updates on trade policies

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills
- Strong ICT orientation in a technologically enabled environment
- Strong analytical and problem-solving skills
- Excellent interpersonal and team-working skills

Technical

- Sound knowledge of international trade agreements and standards
- Knowledge of data analysis and identifying trends
- Proficiency in the use of trade facilitation tools to conduct trade analysis
- Ability to conduct detailed research and analysis

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in International Trade, Economics, Business Administration, or related field
- At least three (3) years practical experience in trade facilitation or international trade management

AUTHORITY TO:

- Recommend trade facilitation initiatives and improvements
- Recommend stakeholder engagement plans and reports

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office environment, utilising standard office and specialised software
- Frequent interactions with local and international stakeholders

Travel may be required

**Applications accompanied by resume should be submitted no later than
Monday, July 20, 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.