



CAREER OPPORTUNITY

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

Director, Trade Facilitation Implementation and Operations (GMG/SEG 4)

Salary: \$6,333,301 per annum

JOB PURPOSE

Under the direction of the Senior Director, International Trade, the incumbent is to facilitate and enhance the simplification, modernization and harmonization of export and import processes within the Ministry and its portfolio Entities/affiliated 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 implementation and compliance with trade laws, trade facilitation agreements and initiatives.

Additionally, the incumbent is responsible for coordinating and assisting exporters and importers in engaging in digitally enabled trade to reduce the time and cost of international trade transactions.

KEY OUTPUTS

- Analysis and reports on trade policy and facilitation initiatives reviewed and submitted
- Key trade facilitation initiatives implemented:
 - Publication of streamlined trade policies and procedures related to trade issues
 - Rules and procedures governing the movement of goods across borders developed
 - Product standards and conformance achieved
 - Trade infrastructure and services
- Reports and analysis on trade facilitation initiatives reviewed and submitted
- Stakeholder consultations and engagements conducted
- Information availability to stakeholders
- Coordinate training and educational programmes with relevant MDAs on trade facilitation related issues



KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Review and analysis of existing Trade Facilitation and Customs processes and procedures to identify gaps and strengths
- Analysis of current procedures of WTO and CARICOM to preempt lack of clarity / duplication of activities
- Streamline existing procedures regarding the existing National Single Window framework that covers all pertinent and necessary aspects and concepts and develop and implement workshops with all relevant stakeholders
- Engagement of all relevant stake holders
- Manage the formulation and enactment of trade facilitation initiatives and policies to enhance trade facilitation
- Manages the formulation and enactment of trade facilitation initiatives to enhance trade facilitation
- Conducts trade policy analysis and provides recommendations to trade facilitation stakeholders
- Represents the Ministry in national, regional and international meetings and fora
- Monitors compliance with regional and international trade facilitation regulations

Management and Administrative Responsibilities

- Participates in the preparation of the annual budget and operational plan for the International Trade Division
- Develops and monitors work plans for staff supervised
- Ensures the timely preparation and submission of reports

Human Resource Management Responsibilities

- Provides leadership and guidance to staff through effective planning, delegation, communication, training, mentoring, coaching, and discipline
- Evaluates and monitors the performance of staff in the department and implements appropriate strategies
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned
- Participates in the recruitment and training of staff for the division



Ministry of Industry Investment & Commerce

Other Responsibilities

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

PERFORMANCE STANDARDS

- Development and implementation of trade facilitation initiatives in order to increase transparency and predictability of trade rules
- Trade facilitation initiatives developed and implemented according to established standards and guidelines
- High level of stakeholder satisfaction with trade facilitation initiatives
- Accurate and timely reports produced
- Staff performance meets or exceeds the department's objectives

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Ability to work collaboratively with internal and external stakeholders
- Strong leadership skills
- Strong ICT skills

Technical

- Demonstrated experience working to improve the efficiency and effectiveness of cross border trade and familiarity in addressing challenges related to trade regulations and procedures
- Experience in supporting government and private sector stakeholders on trade facilitation measures
- Good knowledge of customs and tax systems in Jamaica
- Good report writing skills
- Sound knowledge of international trade agreements and standards
- Proficiency in trade policy analysis and development
- Sound knowledge of trade facilitation practices and strategies
- Proficiency in the use of trade facilitation tools

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in International Trade, Economics, Public Administration, International Trade Policy International Customs Law and Administration or related field
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Ministry of Industry Investment & Commerce

- At least five (5) years of practical experience in trade facilitation or international trade management and government stakeholder coordination; policy development and analysis at a managerial level
- Excellent strategic, analytical skills, ability to maintain confidentiality

AUTHORITY TO:

- Recommend trade policy and facilitation strategies
- Approve and monitor trade facilitation related projects and initiatives

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office environment, utilizing standard office and specialized software
- Frequent interactions with local and international stakeholders
- Travel may be required to attend trade negotiations and related meetings

Applications accompanied by resume should be submitted no later than September 13, 2026 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

