



CAREER OPPORTUNITY

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

2. Senior Director, International Trade (GMG/SEG 5)

Salary: \$7,716,512 per annum

JOB SUMMARY

Under the direction of the Principal Director, Trade Investment and Commerce, the incumbent is to lead manage and provide strategic direction to the International Trade Division of the Ministry. The incumbent is responsible for providing technical advice and trade policy recommendations on market access, import tariffs and remedies, technical barriers to trade, trade facilitation, and trade in goods and services. The incumbent is also responsible for representing the Ministry trade negotiations and monitors compliance with trade agreements at regional and multilateral meetings and forums; also ensuring sustained internal and external relationships.

Under the direction of the Principal Director, Trade, Investment and Commerce, the incumbent leads, manages, and provides strategic direction to the International Trade Division of the Ministry. The incumbent is central to the Ministry's Trade Policy portfolio, ensuring that domestic trade strategies, regulatory frameworks, and sector-specific initiatives align with national economic priorities and support sustainable trade growth.

The incumbent provides technical advice and policy recommendations on market access, import tariffs and remedies, technical barriers to trade, trade facilitation, and trade in goods and services, ensuring that these measures are integrated with broader trade policy objectives.

Additionally, the incumbent represents the Ministry in trade negotiations, monitors compliance with trade agreements at regional and multilateral forums, and fosters sustained internal and external relationships to

advance the Ministry's trade priorities, strengthen economic competitiveness, and ensure alignment with national policy goals.

KEY OUTPUTS

- Technical advice for domestic businesses exporting or importing goods and services





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- Technical advice on trade policy and market access provided
- Trade agreements negotiated and monitored
- Reports on trade facilitation and reduction of technical barriers developed
- Operational plans and budgets for the International Trade Division prepared
- Cabinet Submissions, Cabinet Notes, position papers and briefs produced
- Briefs, reports, technical papers and research developed
- Cabinet Submissions documented
- Empirical analysis and examination of trade data indicators to provide a technical base for policy recommendations and negotiations conducted
- Negotiating and documenting positions taken
- Technical advice for internal and external publics provided
- Committees and consultations successfully coordinated
- Effective representation for the Ministry in meetings and negotiations related to international trade ensured
- Matrices on the status of trade-related issues continually updated
- Operational policies and procedures documented

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Manages the formulation and enactment of formal procedures and processes that guide all technical trade-related functions.
 - Provides technical advice and recommendations on trade issues.
 - Advances the implementation of Trade Facilitation Agreements to support the government's growth strategy.
 - Ensures the Ministry meets national, regional and multilateral obligations under various trade agreements and related instruments.
 - Undertakes the lead on special trade initiatives, programmes, projects and special policy analysis (including through engagement with stakeholders) in areas that are complex and sensitive
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- Takes leadership role in representing the Ministry's trade policy recommendations and positions in trade negotiations / national, regional and international meetings and fora
 - Provides guidance to the Ministry, its agencies and other MDAs/private sector on opportunities for the development and/or expansion of trade in goods and services.
 - Provide technical advice and guidance to the Ministry in the area of trade policy and research, including but not limited to market access, safeguards, dumping, rules of origin, tariffs, competition, technical barriers to trade, standards and accreditation.





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- Conduct sector and product research as required to determine the trade policy strategies that maximize economic benefit to Jamaica.
- Ensure that trade policy recommendations or positions are clearly articulated and implemented in the formulation of plans, policies and programmes.
- Review and analyze macro-economic indicators and their effects on trade in the industrial and commercial sector and submit recommendations for appropriate policy corrections where necessary.
- Provide technical and strategic advice to the Ministry on any emerging trade issues arising within national, regional and international fora.
- Take the lead and manages (track, evaluate and report) on major developments in the international trade and economic environment.
- Leads coordination across the Ministry to provide adequate training on trade related issues and opportunities to the commercial sectors and provides overall guidance on the preparation of collateral material
- Acts as the focal point for the Ministry's related trade activities which require coordination with the Ministry of Foreign Affairs and Foreign Trade.
- Liaise with regional and international organizations to seek funding for trade policy related activities.
- Liaises with the directors and staff of private sector associations in the area of trade. Ensure that trade developments and events are promoted and publicized
- Provide input for speeches and technical papers as required
- Preparation and delivery of presentations as required.
- Represent the Ministry's trade policy recommendations and positions at meetings, negotiations and seminars.

Management and Administrative Responsibilities

- Participates in the preparation of the annual budget and operational plan for the International Trade Division to support the achievement of the Ministry's strategic objectives.
- Develops, monitors, and measures work schedules/plans for staff ensuring that required outputs are produced.

Human Resource Management Responsibilities

- Enhances the overall capability of the team through coaching mentoring and guiding team members during their day-to-day work; and provides leadership and guidance through effective planning, delegation, communication and discipline.
- Provides intellectual leadership by bringing new ideas and knowledge to international trade discussions and leads strategic conversations on trade policy





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- Evaluates and monitors the performance of staff in the division, implementing appropriate strategies and coordinating the development of individual work plans and agreeing performance targets for the staff assigned.
- Participates in the development of the strategic direction of the Ministry and organizes and documents work plans and budgets within established timeframes ensuring that approved work programmes and operational plans are based on technically sound objectives and are consistent with the priorities of economic development.
- Review the corporate and operational plans of the trade-related agencies and provide recommendations to ensure alignment with MIIC, and overall GOJ objectives.
- Represent the Ministry on portfolio agency Boards and provide liaison between the Ministry and these agencies.
- Ensure that policies and procedural manuals meet the requirements of the related job functions under purview and reflect best practice models.
- Liaise with head of agencies and senior staff in stakeholder ministries, agencies and departments re issues related to job function.
- Completion and submission of division's Operational Plan, Performance Reports and quarterly performance reports in accordance with set parameters
- Provide advice on the division's systems to ensure storage of information, documents, data etc.
- Participate in the recruitment and training of staff for the division.

PERFORMANCE STANDARDS

- Reports, Operational Plans, and Budgets produced and delivered according to established standards and guidelines.
 - Established plans and targets are achieved.
 - Effective response to unplanned developments, negotiations, activities and enquiries.
 - Jamaica's negotiating positions adequately discussed, documented and presented to appropriate organisation/negotiating forum.
 - Effective and successful consultations with partners and stakeholders.
 - Analytical, comprehensive and informative presentations prepared, documented and delivered.
 - Accurate technical advice is provided within established timeframe.
 - Reports, technical papers and other documents produced are accurate, comprehensive and submitted within required timeframe.
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- Multiple pieces of work are led currently and actively and independently plans and manages workload
 - Trade policies developed are clear, succinct, accurate and well-reasoned that supports the strategic objective of the Ministry.





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- Well informed contributions and effective representation provided in local and international meetings and negotiations including where matters are complex and sensitive, require negotiation or solutions
- Measurable improvements in the performance of staff, their working conditions and welfare.

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills.
- Strong analytical and problem-solving skills.
- Effective interpersonal and stakeholder engagement skills.
- Excellent communication and negotiating skills.
- Excellent research and analytical skills.
- Strong leadership skills.
- Ability to manage change initiatives.

Technical

- Sound knowledge of trade facilitation processes and policies.
- Extensive knowledge and understanding of multilateral and regional trade agreements and organizations.
- Extensive knowledge and understanding of trade and economic policies of Jamaica and other CARICOM states.
- Ability to analyze and interpret changes in the economic, political and social environment.
- Ability to effectively plan and organize in a complex environment with competing priorities.
- Knowledge and understanding of the operations of the GoJ policy and procedural framework.
- Practical understanding of commercial trade practices and trade terms.
- Proficiency in using ICT tools.
- Understanding of the economic and business environment.

Minimum Required Education and Experience

- Master's Degree in disciplines such as International Trade, Economics, Public Administration, or related fields.
- At least five (5) years of practical experience in trade policy and negotiation, ideally at a managerial level.
- Specialized training and experience in trade negotiations and implementing trade policy.





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AUTHORITY TO:

- Recommend trade and policy solutions that may be employed to enhance market access and trade facilitation; and mitigate trade barriers
- Approve reports submitted by directors and other members of staff.
- Determine procedural guidelines and prescribed policy guidelines for the Division.
- Set parameters for projects proposals.
- Approve expenditure within assigned limits.
- Recommend leave, disciplinary action and promotion in keeping with human resource policies and procedures.
- Recommend employment of staff in Division.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be in an office environment outfitted with standard equipment utilising software, as well as teaching and learning tools. The environment requires ongoing interactions with staff in a virtual or physical environment.
- May be required to work beyond normal working hours.
- Standard and occasional travel representing Jamaica at international fora; and consultations with investors, stakeholders and regional committees.

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

