



CAREER OPPORTUNITY

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

3. Director Trade in Services (GMG/SEG 4)

Salary: \$6,333,301 per annum

JOB SUMMARY

Under the direction of the Senior Director, International Trade, the incumbent is to facilitate and manage the development and implementation of trade plans for the trade in services policies and initiatives of the Ministry and its portfolio Entities/Agencies, in line with national priorities. The incumbent is responsible for providing technical advice; monitoring trade in services agreements and ensuring compliance with national, regional and international trade regulations. The incumbent is also responsible fostering relationships, with internal and external stakeholders (strengthening connectivity among economies in the region) to promote awareness of Jamaica's trade in services sector.

KEY OUTPUTS

- Trade in services policies and strategies developed and implemented
- Technical advice and reports provided
- Monitoring and evaluation reports on trade in services related issues prepared as per deadlines
- Consultations and stakeholder engagement activities conducted, and support provided to other agencies in achieving the advancement of the trade in services
- Technical reports and position papers prepared and shared to assist with capacity building
- Analysis of trade data and trends performed in accordance with set standards
- National Interest in Trade in services is advanced at national, regional and international fora
- Operational, Unit and Work plans and budget developed in keeping with set timelines

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Develop and implements trade in services policies and strategies





Ministry of Industry Investment & Commerce

- Provides technical advice on trade in services issues
- Prepares technical reports and position papers
- Provide support on appropriate Trade sensitive indicators that align with the Ministry's Business Plan and national priorities
- Monitors and evaluates the implementation of trade in services agreements
- Represents the Ministry at national, regional, and international trade fora to advance national positions for trade in services
- Analyses trade data and trends to inform policy development
- Conducts research on emerging issues in international trade in services
- Collaborates with other government agencies and international organizations to promote trade initiatives
- Facilitates workshops and training sessions on trade-related matters
- Ensures compliance with national, regional and international regulations in trade in services
- Advise on measures to improve market access of trade in services

Management and Administrative Responsibilities

- Supports the development of the annual divisional budget outputs/resources and operational plan for the International Trade Division as part of the annual Ministry Business Plan and reporting process
- Develops and monitors work plans for staff supervised ensuring that required outputs are produced

Human Resource Management Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline
- Evaluates and monitors the performance of staff in the department and implements appropriate strategies for improvement in performance
- 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

Other Responsibilities

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





Ministry of Industry Investment & Commerce

PERFORMANCE STANDARDS

- Trade in services policies and strategies developed and implemented according to Ministry objectives
- Technical advice and reports provided within agreed timeframes
- Monitoring and evaluation reports on trade agreements completed within agreed timeframes
- Stakeholder engagement activities conducted effectively and efficiently
- Budget and resource allocation managed within approved limits and timelines
- Staff professional development and training programs implemented successfully
- Compliance with regulatory and policy frameworks maintained in all division activities
- Measures for enhancing trade in services identified and recommended
- Risk management plans for trade initiatives developed and monitored consistently
- Performance metrics for division activities tracked and reported accurately

REQUIRED COMPETENCIES

Core

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

Technical

- Sound knowledge and understanding of international trade laws and regulations
- Sound knowledge of international trade agreements and rules
- Proven experience in trade negotiations and policy development
- Proficiency in data analysis and reporting
- Proficiency in trade policy development and analysis
- Ability to conduct trade negotiations and represent the Ministry in international forums
- Strong understanding of import/export regulations and compliance
- Sound knowledge of economic modeling and forecasting
- Proficiency in data analysis and statistical software
- Experience with trade-related legal frameworks

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in International Trade, Economics, Business Studies, International Relations or a related field





Ministry of Industry Investment & Commerce

- At least five (5) years of relevant working experience in external trade matters at a senior policy level in trade policy development and implementation
- Knowledge of international trade law would be an asset

AUTHORITY TO:

- Recommend trade policy changes and strategies
- Approve technical reports and submissions

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
- Regional and international 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

