



CAREER OPPORTUNITY

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

4. Trade in Services Officer (GMG/SEG 2)

Salary: \$4,266,270 per annum

JOB SUMMARY

Under the direction of the Director, Trade in Services, the incumbent is to facilitate and promote trade in services of the Ministry and its portfolio Entities/Agencies. The incumbent is responsible for providing technical advice on trade in services, providing technical support and research related to the development and implementation of trade policies, and ensuring compliance with trade

agreements. The incumbent is also responsible for monitoring and evaluating international trade developments and advising on their implications for domestic policies.

KEY OUTPUTS

- Trade in services policies and strategies developed and implemented
- Technical advice on trade in services provided
- Compliance with trade agreements monitored and ensured
- Reports on trade developments prepared and submitted
- Stakeholder consultations conducted

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Develops and reviews trade in services policies and strategies
- Provides technical advice and recommendations on trade in services issues
- Monitors compliance with trade agreements and international trade rules
- Conducts research and analysis on trade in services trends and developments
- Prepares reports, briefs, and position papers on trade in services
- Represents the Ministry in trade negotiations and international forums
- Facilitates stakeholder consultations and engagement on trade in services matters





Ministry of Industry Investment & Commerce

Management and Administrative Responsibilities

- Participates in the preparation of the annual budget and operational plan for the International Trade Unit
- Assists in the development of work plans and performance targets for the unit
- Ensures that trade in services activities are executed in compliance with established guidelines and standards

Human Resource Management Responsibilities

- Provides guidance and support to junior staff within the International Trade Unit
- Participates in the training and development of staff within the unit

Other Responsibilities

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

PERFORMANCE STANDARDS

- Trade policies and strategies developed and implemented according to established standards
- Technical advice on trade in services provided in a timely and accurate manner
- Compliance with trade agreements monitored and ensured
- Reports on trade developments prepared and delivered according to deadlines
- Conducts stakeholder consultations within established standards

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills
- Strong analytical and research skills
- Ability to work collaboratively with internal and external stakeholders

Technical

- Sound knowledge of trade agreements and rules
- 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





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MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in International Trade, Economics, International Relations, or a related field
- At least three (3) years practical experience in trade policy development and analysis, international trade negotiations, or a related field

AUTHORITY TO:

- Recommend trade policies and strategies for approval
- Provide technical advice on trade in services matters
- Represent the Ministry in trade negotiations in local, regional and international fora

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office environment, utilizing standard office and specialized software
- Frequent interactions with local, regional 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