



CAREER OPPORTUNITY

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

6. ITU Caricom Liaison Officer (GMG/SEG 2)

Salary: \$4,266,270 per annum

JOB SUMMARY

Under the direction of the Senior Director, International Trade, the incumbent is to facilitate and coordinate trade-related activities within the Caricom framework for the Ministry and its portfolio Entities/Agencies. The incumbent is responsible for ensuring compliance with Caricom trade agreements, providing technical advice, and supporting the development and implementation of trade policies. The incumbent is also responsible for liaising with Caricom bodies and other relevant stakeholders to advance Jamaica's trade interests within the region.

KEY OUTPUTS

- Reports and briefs on Caricom trade matters prepared
- Trade compliance assessments and recommendations ensured/prepared
- Technical advice and policy support provided
- Stakeholder engagement and coordination maintained
- Applications for CET suspensions and safeguard mechanisms certificates processed

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Facilitates and processes applications for CET suspensions and safeguard mechanisms certificates
- Monitors compliance with CARICOM and provides recommendations for improvements.
- Prepares and submits reports on CARICOM trade activities to the Senior Director, International Trade.
- Provides technical advice and support to MDAs, manufacturer and exporters on CARICOM trade matters.
- Supports the development and implementation of trade policies and strategies.
- Represents the Ministry in Caricom trade meetings.
- Coordinates consultations with MDAs to ensure that national positions are harmonized





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- Reviews and analyses macro-economic indicators and their effects on trade in the industrial and commercial sector and submit recommendations for appropriate policy corrections where necessary.
- Provides technical and strategic advice to the Ministry on emerging trade issues arising within the region
- Prepares information and data to inform specific trade meetings
- Tracks, evaluates and reports on major developments in the regional and international trade economic environment.
- Coordinates training for private sector to advise on opportunities at the regional level.
- Acts as a focal point for the CARICOM Secretariat and other Regional competent authorities (Ministries)
- Designs and leads on special trade initiatives, programmes and projects as required.
- Provides briefs, speeches and technical papers as required
- Provides input in promoting and publicizing trade developments and events
- Prepares and delivers presentations as required.
- Represents the Ministry's CARICOM trade policy recommendations and positions at meetings and other regional fora as required.

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.
- Represents the Ministry at meetings on administrative matters as required.
- Ensures the timely updating of procedural manuals related to job function.
- Manages the preparation of collateral material related to job function as required.
- Liaises with private sector associations in the area of trade.
- Prepares and submits performance and other reports as required.
- Organizes proper systems to ensure storage of information, documents, data, etc.

Human Resource Management Responsibilities

- Provides guidance and support to the staff within the International Trade Division.
- Participates in preparation of individual work plan

Other Responsibilities

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

PERFORMANCE STANDARDS





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- CET suspensions and safeguard mechanisms of certificates are processed within established standards and guidelines.
- Reports on CARICOM trade activities produced and delivered according to established standards and guidelines.
- Assessments for trade compliance with CARICOM related matters provided in a timely and accurate manner.
- Effective representation of the Ministry in CARICOM trade meetings.
- Achievement of targets outlined in the work plans and operational plans.
- Accurate technical reports and other documents are produced and submitted within the required timeframe.
- Well-informed and effective representation provided in local, regional and international meetings
- ISO guidelines applicable to the Trade Unit are completed on a timely basis.

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills
- Strong interpersonal and negotiation skills
- Proficiency in the use of ICT tools and software
- Strong problem-solving skills
- Excellent research and analytical skills.
- Strong leadership skills.
- 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.
- Ability to manage change initiatives.
- Strong customer orientation.

Technical

- Knowledge and understanding of the operations of the GOJ policy and procedural framework.
- Practical understanding of commercial trade practices and trade terms.
- Sound knowledge of Caricom trade agreements and policies
- Understanding of international trade laws and regulations
- Ability to conduct trade compliance assessments and provide recommendations
- Experience in stakeholder engagement

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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





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AUTHORITY TO:

- Recommend changes to trade policies and agreements
- Represent the Ministry in CARICOM meetings

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be in an office environment outfitted with standard equipment utilizing and software, as well as teaching and learning tools. The environment requires ongoing interactions with staff in a virtual or physical environment.
- Requires occasional travel to attend CARICOM 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

