



CAREER OPPORTUNITY

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

7. MIIC Trade Facilitation Officer (GMG/SEG 1)

Salary: \$3,501,526 per annum

JOB SUMMARY

Under the direction of the Director, Trade Facilitation and Trade Policy, the incumbent is to facilitate and enhance trade activities within the Ministry and its portfolio Entities/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 compliance with the trade facilitation agreements and initiatives.

KEY OUTPUTS

- Support provided in the development and implementation of Trade facilitation initiatives
- Stakeholder engagement reports prepared
- Compliance reports prepared
- Operational Plans and Budgets produced and delivered
- Coordinate training and educational programmes with relevant MDAs on trade facilitation related issues
- Stakeholder engagement sessions held

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Assists with the development and implementation of trade facilitation initiatives
- Coordinates with relevant stakeholders to streamline trade facilitation processes
- Ensures compliance with trade facilitation agreements and initiatives
- Conducts research and provides technical advice on trade facilitation related issues
- Monitors and evaluates the effectiveness of trade facilitation initiatives
- Represents the Ministry at national, regional and international trade negotiations, meetings and conferences
- Prepares reports and presentations on trade facilitation activities and initiatives outcomes
- Maintains up-to-date knowledge of global trade trends and regulatory changes





Ministry of Industry Investment & Commerce

- Advises on the adoption and implementation of best practices in trade facilitation
- Oversees the development and maintenance of trade data systems and databases
- Collaborates with IT teams to implement and enhance digital trade platforms
- Analyses trade data to identify trends, opportunities, and areas for improvement

Management and Administrative Responsibilities

- Participates in the preparation of the annual budget and operational plan for the International Trade Division
- Ensures the timely production and submission of reports

Human Resource Management Responsibilities

- Evaluates and monitors the performance of staff within the division
- Participates in the performance management process

Other Responsibilities

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

PERFORMANCE STANDARDS

- Trade facilitation initiatives developed and implemented according to established standards and guidelines
- Stakeholder engagement reports produced and delivered on time
- Compliance reports accurate and timely
- Operational Plans and Budgets produced and delivered according to established standards
- Timely production and submission of reports in accordance with reporting schedules.

REQUIRED COMPETENCIES

Core

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

Technical

- Sound knowledge of international trade agreements and standards
- Knowledge of data analysis and identifying trends
- Proficiency in the use of trade facilitation tools to conduct trade analysis
- Ability to conduct detailed research and analysis





Ministry of Industry Investment & Commerce

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in International Trade, Economics, Business Administration, or related field
- At least three (3) years practical experience in trade facilitation or international trade management

AUTHORITY TO:

- Recommend trade facilitation initiatives and improvements
- Recommend stakeholder engagement plans and reports

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

