

ANTI-DUMPING AND SUBSIDIES COMMISSION

CHIEF EXECUTIVE OFFICER

Suitably qualified persons are invited to apply for the position of **Chief Executive Officer (Level 7) - VACANT** in the Anti-Dumping and Subsidies Commission (ADSC), an Agency of the Ministry of Industry, Investment and Commerce (MIIC).

Salary Range: **\$11,455,206 per annum**

JOB PURPOSE

Under the direction of the Chairman and Commissioners of the Board, the Executive Director has primary responsibility for the enforcement of the governing legislation, The Customs Duties (Dumping and Subsidies) Act (CDDSA), and the Safeguard Act (SA). The enforcement will include accurate interpretation and application of the provisions of the Act, investigation and evaluation of evidence submitted to the Commission, rulemaking, quasi-judicial and oversight of judicial responsibilities. The determinations of the Commission must be made within strict time limits under the legislation.

KEY RESPONSIBILITY AREAS

- Uses due diligence to advise the Chairman and the Board of Commissioners on matters material to their decision-making on behalf of the Commission.
- Directs the acquisition, management and efficient utilization of financial, human and other resources available to the Commission.
- Leads the team with and contributes subject matter expertise and experience to the development and passing of new or amended legislation related to its mandate, and other related activities.
- Leads Staff in formulating and implementing strategic business plans, and the overall financial and operational planning framework for the Commission consistent with its mandate, objectives, targets and priorities, aligned to the strategic direction of the portfolio Ministry and the Government of Jamaica.
- Ensures the accurate interpretation and application of the law and international agreements to the investigation of matters and the development of a coherent trade remedy policy framework.
- Directs the development and implementation of the legal framework, the adjudicative processes and the investigative practices of the Commission, adhering to the best international practices possible within allocated resources, with keen focus on maintaining the Commission's independence, integrity, reputation and image.
- Directs the establishment of systems to accomplish the Commission's work with the necessary emphasis on securing confidential information received.
- Directs preparation and implementation, evaluates, develops and refines, based on research and experience, the Commission's strategic plan and operational plan.
- Directs, assesses, evaluates and develops processes and monitors systems to establish and achieve the strategic goals and objectives of the Commission.
- Promotes sound decisions and excellence by ensuring that activities are taken to identify, and where possible, acquire and implement training for the Commissioners and staff.
- Provides oversight and directs Technical Staff to ensure that investigations are conducted in accordance with sound legal, financial, and economic principles and within tight statutory timelines.
- Represents the Commission's positions, priorities and objectives or delegates representation in meetings, discussions, negotiations, and presentations with Permanent Secretaries, Senior Government Officials, local and overseas, representatives of industry or other stakeholders.



- Maintains responsibility for the dissemination of accurate information by good oral and written presentations to the public, stakeholders, and to international bodies. This includes responsibility for the formulation and implementation of public awareness programmes and communication with news media regarding the importance and benefits of trade remedies as well as the work and mandate of the Commission.
- Builds strategic alliances with private sector entities, related government agencies and regional and other international bodies.
- Maintains primary responsibility for correspondence to Ministers of Government on matters of Commission policy, or on behalf of the Commissioners, as directed by them.
- Together with the Legal Counsel, General Manager and Financial Forensic Analyst/Financial Controller, ensures that public documents disseminated are accurate and that the independence, integrity, reputation and image of the Commission are maintained.

KEY PERFORMANCE INDICATORS

- Produces all key deliverables within the agreed timeframe and to the required standard.
- Ensures compliance of the Commission's projects and work programmes with existing policies and guidelines.
- Establishes and promotes the Agency's Vision, Mission, and set of Core Values among internal and external stakeholders.
- Ensures the Agency's strategic plan is up to date with clearly specified organisational goals and objectives.
- Ensures strategic goals and objectives for each year contain timeframes for accomplishment and criteria used to measure accomplishment of goals.
- Consistently evaluates programmes, practices, policies, procedures, protocols and human resources effectively against established standards.
- Creates and promotes a healthy organisational culture to realise the mission, strategic directions and goals of the Agency.
- Promotes a culture of teamwork and accountability/ownership among Staff within the Commission.
- Employs creative, innovative problem-solving strategies for adapting to emerging uncertainties and complexities.
- Assures the continued success of the Agency by monitoring financial and non-financial statutory and non-statutory obligations.
- Ensures effective human resource interventions and develops well-rounded technical and soft skills of contract and permanent employees.
- Approves tender and bid documents in accordance with the Government of Jamaica's Procurement Policy and Guidelines.
- Ensures the execution of the Agency's fiduciary obligations in keeping with the provisions of the FAA Act, GOJ Procurement Policy and Guidelines and generally accepted accounting principles.
- Ensures the Agency's functions are adhered to and executed in accordance with guidelines enunciated in the relevant Acts of Parliament.
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables.
- Develops and maintains a strong positive corporate image at the national, regional and international level.

MINIMUM REQUIRED QUALIFICATION, EXPERIENCE AND COMPETENCIES

- Masters or more Advanced Law Degree. Candidate must be called to the Jamaican Bar as court appearance may be required.
- Minimum of 7 years' experience in the practice of Law, International Trade, Commerce, or a related field.
- Expert knowledge of international trade agreements, including the World Trade Organization (WTO) agreements and the Caribbean Community (CARICOM) trade regime.
- Experience in managing complex investigations, litigation, analyses, and dispute resolution processes related to antidumping and trade remedies.
- Familiarity with trade policy, law and regulations and ability to integrate same with the country's economic development goals and objectives.
- Excellent communication and interpersonal skills, with the ability to interact with stakeholders, including government officials, industry representatives, and international partners.



- Demonstrated ability to lead and manage a team of professionals, including setting goals, prioritizing tasks, and evaluating performance.
- Experience working with government agencies, international and local organizations, or private sector companies on trade-related matters.
- Strong analytical and problem-solving skills, with the ability to interpret complex economic and trade data.
- Strong organizational, interpersonal and leadership skills to ensure that all activities adhere to ethical principles, corporate values, professional standards and codes of conduct.
- Excellent oral and written communication skills to present and discuss actions and decisions in a clear, credible and concise manner.
- Excellent editing skills are required to provide quality assurance feedback on draft documents and reports.
- Excellent listening, reading and research skills are required to absorb complex legal, commercial and financial information and to ensure that the information being presented is in accordance with the requirements of the legislation and the standards of the Commission.
- Excellent planning, time management and multi-tasking skills are necessary to manage multiple programmes and activities involving multi-disciplinary teams, simultaneously.

Applications, accompanied by a cover letter and résumé or curriculum vitae, should be submitted no later than August 14, 2026 to:

**The Permanent Secretary
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

We thank all applicants for responding; however, only those short-listed will be contacted.