



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

August 25, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Policy, Planning, Projects and Research Division.

SENIOR DIRECTOR, POLICY & RESEARCH (GMG/ SEG 5)

Salary: \$7,716,512.00 per annum

JOB PURPOSE

Under the direction of the Principal Director, the incumbent will lead the development and implementation of policies and research strategies for the Ministry and its portfolio Entities/Agencies. This role involves ensuring that policies are evidence-based and aligned with the Ministry's strategic goals, while also overseeing research projects, providing high-level policy recommendations, and engaging with key stakeholders.

The position demands the development of comprehensive policy frameworks, conducting thorough research and analysis, leading a team of researchers and policy analysts, and facilitating stakeholder consultations. The incumbent will also monitor and evaluate policy impacts, provide strategic advice to senior management, and represent the Ministry at national and international forums. The successful candidate should possess strong analytical, communication, and leadership skills, with a track record in policy development and research management.

KEY OUTPUTS

- Technical advice on the Portfolio areas provided
- Cabinet Submissions, Notes, Position Papers and Ministry papers prepared
- Policy Design
- Policy recommendations formulated and presented
- Policy monitoring and evaluation of policy impacts conducted and reported
- Research studies and thorough analyses conducted
- Research reports and plans prepared
- Research and information systems in place
- Policy documents and detailed reports produced and delivered
- Appropriately skilled, organized and motivated staff in place.
- Corporate/Operational Plans and Budgets developed and managed
- Annual/Quarterly/Monthly performance Reports prepared

- Stakeholder consultation and engagement activities facilitated
- Capacity-building initiatives for staff and stakeholders implemented
- Representation at national and international forums ensured
- Staff appraisal conducted

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Coordinates the formulation and review of policies and regulations that guide the Ministry's operations and strategic objectives.
- Prepares Cabinet Submissions, Notes, Position Papers and Ministry papers.
- Identifies and initiates key areas of research to support policy formulation and national development.
- Oversees research needed for finalizing reports to meet international and regional obligations.
- Guides the implementation of policy research and analysis activities to identify, evaluate, critically analyze complex politically sensitive issues/concerns affecting policy outcomes- to deliver effective policy resolutions in the Industry, Investment, Commerce sectors and allied sectors.
- Oversees the planning, execution, and evaluation of research projects to support policy development and decision-making.
- Critically analyze data and trends to identify policy implications and provide actionable insights.
- Ensures that policies are compliant with national and international standards and best practices.
- Participates in the preparation of briefs/responses for delivery/presentation.
- Reviews existing policies and makes recommendations for policy changes where necessary to maintain currency and relevance to the strategic objectives of the Ministry and international standards.
- Supervise the development and maintenance of the research database.
- Oversees the application of economic theories, and models.
- Reviews the application of economic analysis and evidence-based research and approves recommendations made for the most feasible, impactful, and sustainable methodologies
- Guides the technical team in the research of local, regional and international trends in Public Policy for the Industry/Commerce sector.
- Proposes recommendations for policy review/development where necessary.
- Conducts public education and sensitization sessions.
- Participates in the formulation of the national public policies to support the work of the Industry, Investment, Commerce and MSMEs functions for sustainable growth and development
- Gives technical assistance and advice to the Ministry's Departments and Agencies.
- Coordinates the development, review, integration, and implementation of policies and plans.
- Ensures the Unit's Corporate Plans are consistent with the government's Policy Directives.

- Participates in the review of Briefs on draft bills and reports for submission to Cabinet and selected inter-ministerial committees or before Parliament.

Management and Administrative Responsibilities

- Participates in the division's development, monitoring and evaluation processes
- Participates in the preparation of the development of the Division's Corporate and Operational Plans and Budget
- Develops and monitors work schedules and plans for staff to ensure timely and accurate delivery of outputs.
- Establishes and maintains linkages with relevant Ministries, departments, agencies and interest groups, for collaboration on common objectives and information sharing;
- Coordinates with other divisions and departments to ensure policy coherence and integration.
- Represents the Branch/Division/Ministry at meetings, conferences, seminars and other fora, as required, and provides reports to the Principal Director

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 division and implements appropriate strategies.
- Coordinates the development of individual work plans and recommends performance targets for assigned staff.
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment and training of staff for the Ministry and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

OTHER RESPONSIBILITIES

- Any other duties as directed by the Principal Director, Policy, Planning, Projects & Research; Permanent Secretary or the Minister of Industry, Investment and Commerce.

PERFORMANCE STANDARDS

- Industry, investment and Commerce related policies are coherent, integrated and developed according to established quality standards;
- Sound advice provided to inform the policy process;
- Comprehensive technical reports, briefs and position papers on sector matters developed in a timely manner;
- Research studies conducted within agreed timelines and to required quality standards
- Stakeholder engagement activities conducted as per schedule
- High ethical standards are maintained in the conduct of professional business
- Timely and informed advice provided in accordance with relevant legislation and Government policy
- Technical support and research systems established within agreed timeframe.
- Institutional and individual capacity within the Unit developed and maintained.
- Efficient communication and comprehensive knowledge management systems in place.
- Coaching of the technical staff provided.
- Welfare and development of staff is properly managed in keeping with established guidelines.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the work environment at all time.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organization required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
Staff of the Ministry	Providing policy guidance and support
Portfolio Entities/Agencies	Advising on policy implementation and compliance

Contacts external to the organization required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
	Collaborating on research and policy development
	Presenting best practice

REQUIRED COMPETENCIES

Core Competencies:

- Excellent oral and written communication skills: Clearly articulate policy positions and research findings to diverse audiences.
- Strong analytical and problem-solving abilities: Ability to assess complex issues, develop strategic solutions, and make sound policy recommendations.

- High level of integrity and professionalism: Maintain ethical standards and demonstrate commitment to the Ministry's objectives.
- Excellent planning and organization skills:
- Strong leadership skills:

Technical

- Sound knowledge of policy development and evaluation processes: Expertise in creating and implementing effective public policies.
- Strong research and data analysis skills and knowledge of research methodology: Proficiency in conducting thorough research and interpreting data accurately for policy formulation.
- Proficiency in using relevant software and tools: Skilled in utilizing policy analysis software and research tools to enhance productivity.
- Thorough knowledge of the Public Sector environment and the machinery of Government
- Knowledge of Project Management principles

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Public Policy, Economics, Political Science, or a related field.
- At least seven (7) years of experience in policy development and research at a managerial level.

AUTHORITY TO:

- Recommend policy initiatives and research projects
- Approve budgetary allocations for the Policy and Research Unit
- Manages and direct staff complement

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The job involves operating in an office setting with required travel locally and overseas to attend conferences, seminars and meetings.
- Conduct regular engagement with stakeholders in both virtual and physical environments.
- Will be required to work beyond regular working hours.
- Required to conduct site visits and surveys for programmes, projects and other initiatives.

**Applications accompanied by resume should be submitted no later than
Friday, September 11, 2022 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.

