



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



CAREER OPPORTUNITY

CHIEF EXECUTIVE OFFICER – JANAAC

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the position of **Chief Executive Officer (GMG/CTD1) (Pay Band 13) - VACANT** in the Jamaica National Agency for Accreditation (JANAAC), trading as JANAAC Global Accreditation, an Agency of the Ministry of Industry, Investment and Commerce.

Salary Range: **\$12,027,966 per annum**

JOB PURPOSE

Reporting to the Chairman of the Accreditation Council, The Chief Executive Officer is accountable for providing visionary leadership, direction, oversight and resource stewardship for JANAAC ensuring its effectiveness and success as Jamaica's National Accreditation body and a globally recognised contributor to the National Quality Infrastructure. The CEO leads the development and execution of the Agency's strategic agenda. The incumbent serves as principal advisor to the Accreditation Council on matters relating to accreditation, conformity assessment, organisational performance, financial stewardship, quality infrastructure, corporate governance and innovation.

KEY RESPONSIBILITIES

ACCREDITATION AND TECHNICAL OVERSIGHT

- Review and approve accreditation assessment, surveillance and reassessment reports, and oversee accreditation decisions in accordance with applicable standards, objective evidence and established policies and procedures.
- Provide technical oversight of decisions relating to the granting, continuation, suspension, reduction, withdrawal and extension of accreditation.
- Establish and maintain legally enforceable accreditation agreements with Conformity Assessment Bodies (CABs), ensuring compliance with JANAAC policies, international standards and the mandatory requirements of relevant international and regional accreditation arrangements.
- Oversee the appropriate use of JANAAC's accreditation symbols, trademarks and accreditation claims, ensuring compliance with established policies and addressing instances of misuse.



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STRATEGIC LEADERSHIP AND GOVERNANCE

- Provide strategic leadership and executive direction for the Agency, ensuring alignment of its strategic plans, operational priorities, budgets and performance targets with national development objectives and Portfolio Ministry priorities, using the Balanced Scorecard.
- Lead the development, implementation and monitoring of the Agency's strategic plans, business plans, budgets and key initiatives to achieve organisational objectives and enhance institutional performance.
- Provide strategic technical and policy advice to the Portfolio Ministry, Cabinet and other government entities through policy papers, technical briefs, analytical reports and other submissions.
- Represent JANAAC and Jamaica at national, regional and international meetings, conferences, committees, negotiations and forums relating to accreditation, conformity assessment and quality infrastructure.

STAKEHOLDER AND INTERNATIONAL RELATIONS

1. Provides management oversight and responsibility across the Agency to ensure its effective and efficient operation;
2. Provides strong and clear leadership internally to the organisation and its staff and externally to the Agency's stakeholders.
3. Communicates with the Chairman of the Accreditation Council and the other Directors to ensure that the Council is provided with timely and relevant information necessary to discharge their statutory duties and responsibilities.
4. Liaises with other Agencies, Ministry Officials, representatives of the private sector, tertiary institutions, non-government organizations, regional and international agencies to achieve objectives.

FINANCIAL STEWARDSHIP AND RISK MANAGEMENT

- Ensures the Agency's Strategic Plan is realised by:
 - Approving the implementation of financial auditing processes as required; and
 - Monitoring the Agency's Operational Plan and Budget, ensuring the organisational mandate are achieved in accordance with stated goals and objectives.

Ensures financial activities are managed within agreed budgets and informing the Council promptly of any material adverse movements to the budget;

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Master's or higher degree in a scientific discipline or a Master's in Business Administration from a recognized university



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- Bachelor of Science degree from a recognised university
- Professional qualifications in audits and conformity assessments as technical or lead assessor.
- Specialised training in Management Systems, Accreditation Procedures, Assessor Training and Competence in the relevant Conformity Assessment Standards for the accreditation schemes operated by JANAAC and the ISO/IEC17011 standard for accreditation bodies.
- Peer Evaluation Qualification and/or training desirable
- A minimum of five (5) years proven management experience at an executive *or senior management* level.

Further details in relation to this position can be found at www.miic.gov.jm

**Applications accompanied by resume should be submitted no later than
November 5, 2026 to:**

**The Permanent Secretary
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: ps_office@miic.gov.jm**

We thank all applicants; however, only shortlisted candidates will be contacted.