Ministry of Industry Investment & Commerce

Jamaica's Business Ministry

NATIONAL COMPLIANCE & REGULATORY AUTHORITY

Health. Safety. Fairness in Trade.

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting applications from suitably qualified persons to fill the vacant position in the National Compliance and Regulatory Authority (NCRA).

CHIEF EXECUTIVE OFFICER (LEVEL 12)

Salary Range: $12,027,996 per annum

JOB PURPOSE

Under the general direction of the Chairman, the Chief Executive Officer is responsible for:

- Developing and directing the implementation of the National Compliance and Regulatory Authority's 5-year strategic plan to protect consumers, facilitate fair trade of goods to ensure compliance with health, safety and statutory regulations.
- Building capacity of the National Compliance and Regulatory Authority to enable the process of integration into the global environment
- Managing a cadre of high caliber inspectors to achieve and maintain compliance with world class standards.
- Managing the budget effectively in accordance with the Public Sector Guidelines to ensure no cost overrun.

KEY OUTPUTS

- Corporate and Operational Plans developed and implemented
- Legislation reviewed and recommendations for amendments made
- NCRA is represented at local and international meetings
- Contracts reviewed/ recommended
- Registry and databases developed and maintained
- Disciplinary hearings administered
- Staff performance evaluated and assessed
- Staff needs identified and addressed
- Performance reports prepared and disseminated on a timely basis

REQUIRED COMPETENCIES

- Strong analytical thinking
- Excellent planning and organizing skills
- Good teamwork, negotiation and cooperation skills
- Works well on own initiative

- Sound character, credibility and integrity
- Good interpersonal skills and displays tact and decorum in all communication
- Sound problem solving and decision making
- Strategic Planning
- Leadership skills
- Risk Mitigation, Conflict Resolution, Project Management, Quality Control & Best Practice Applications
- Effective communication skills and the ability to work with all levels of persons
- Excellent interpersonal skills and coordination skills
- Working knowledge of quality management systems
- Excellent technical report writing and interpretation skills
- Excellent team building and leadership skills

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Post Graduate degree in Applied Science, Food Engineering, Food Science, or equivalent

OR

Post Graduate degree in a management discipline or equivalent.

- Training in Risk Based Management and Risk Based Examination.
- Training in Project Management.
- Training and experience in the development, implementation and assessing an organizational strategic plan, for example, Balance Scorecard.
- Ten (10) years' experience at the managerial level working in a risk based/business or regulatory environment.
- Experience working in or with an ISO 9001certified or ISO/IEC 17020 accredited entity would be a distinct advantage.
- Specialised working experience within an international standardization framework would be a distinct advantage.

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.