



## Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

October 9, 2026

### **CAREER OPPORTUNITY**

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

#### **DIRECTOR, COMMODITIES (GMG/SEG 2)-NOT VACANT**

*Salary: \$4,266,270 per annum*

#### **JOB PURPOSE**

Under the general direction of the Director of Commerce (GMG/SEG 4), the Director of Commodities (GMG/SEG 2) has responsibility for directing and supervising the technical aspects of the Unit's work relating to the management and monitoring of commodities and for the management of trade issues relating to trade facilitation in domestic, regional and international markets.

#### **KEY OUTPUTS**

- Cabinet Submissions, Notes and Ministry Papers prepared
- Policy recommendations formulated
- Feasibility studies and impact assessments conducted
- Position papers and ad hoc reports prepared
- Unit programmes and plans prepared and implemented
- Unit budget prepared
- Project monitoring and evaluation report completed
- Stakeholder meetings attended
- Site visits conducted
- Technical advice provided.
- Procedural manuals developed and maintained
- Efficient, productive and motivated staff
- Staff needs identified and addressed
- Staff evaluated and assessed
- Effective leadership provided

#### **KEY RESPONSIBILITIES:**

**Management/Administrative Responsibilities**

- Manages the activities and planned programmes of the Unit
- Executes the preparation of the Unit's budget
- Represents Divisional Head on various committees/working groups
- Represents the Division/Ministry in various local, regional and international meetings.
- Prepares statistical, analytical and Monthly Unit reports
- Prepares/contributes to various divisional and ministry reports, briefs and position papers.
- Researches and prepares Cabinet Notes, Submissions and Ministry Papers.
- Liaises with the Ministry's Division, Departments and Agencies for the finalization of submissions for inclusions in various annual reports.
- Provides guidance/advice to the Director of Commerce and/or the Permanent Secretary, Director General and Chief Technical Director on issues within the Unit's portfolio
- Supervises data collection and development of databases for the Unit

**Technical/Professional Responsibilities**

- Oversees the maintenance of systems for the monitoring of commodities and commodity related issues for the provision of data, analysis, reports and technical advice on relevant issues.
- Manages and maintains licensing framework and monitoring mechanisms for importation of selected commodities.
- Monitors trade developments and manages trade issues that impact domestic and regional commerce in keeping with international obligations and trade agreements.
- Assists with the management of trade issues of CARICOM and the Council of Trade and Economic Development (COTED) in keeping with the treaties that govern intra-regional trade
- Participates in meetings of the COTED and other trade related meetings locally, regionally and internationally.
- Assists with the preparatory and follow-up work from the decisions and recommendations taken by the CARICOM/COTED and other trade organizations.
- Prepares the relevant briefing documents as well as Jamaica's representative(s) to participate in local, regional and international meetings as necessary.
- Provides technical assistance, advice and business and trade facilitation support to the business sector; and responses to internal and external customers on trade issues.
- Develops and implements structured educational programmes and conduct site visits to enhance the capacity of manufacturers and exporters to increase trade
- Monitors matters of irregular intra-regional trade practices between Jamaica and Members States of Caricom
- Provides input into allegations of breaches under trade agreements
- Monitors and manages matters relating to import and export licensing and trade

agreements

- Collaborates with internal stakeholders and entities external to the Ministry to conduct research and analysis to inform and support the commerce/commodity planning and implementation processes as required for preparation of technical reports, briefs and responses to information requests from internal and external publics.
- Conducts feasibility and impact assessments studies to inform planning programmes and prudent decision making.
- Keeps abreast of current internal and external factors/issues which are likely to impact on the achievement of planned targets and make recommendations for appropriate anticipatory action
- Facilitates the use of trade mechanisms and treaty guidelines to support the commercial sector
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and /or effectiveness
- Maintains liaison with the relevant entities and stakeholders on matters relating to distributive trade, trade facilitation, commodities and prices
- Monitors issues impacting the commodities portfolio and/or faced by agencies, companies and provide sound advice and recommendations for resolution
- Monitors aspects of the motor vehicle import policy as required to ensure that it remains relevant to international and domestic trends and make recommendation for amendments as necessary
- Investigates complaints/appeals relating to import licence under the policy and makes recommendations as necessary

#### **Human Resource Responsibilities:**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with the established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisation's goal.

#### **Other Responsibilities**

Performs other related duties and responsibilities as may be assigned from time to time, by the Director of Commerce.

#### **PERFORMANCE STANDARDS**

- Cabinet Submissions, Notes and Ministry Papers prepared in accordance with GOJ standards and procedures and submitted within the agreed timeframe.
- Policy recommendations formulated in accordance with established GOJ standards.
- Feasibility studies and impact assessments conducted according to GOJ standards and within the agreed timeframe.
- Position papers, project monitoring and evaluation, and ad hoc reports prepared according to established GOJ standards and within the agreed timeframe.
- Unit programmes and plans prepared and implemented according to GOJ standards and within the agreed timeframe.
- Unit budget prepared in accordance with established format and within the agreed timeframe.
- Stakeholder meetings attended when required.
- Site visits conducted according to established GOJ standards and within the agreed timeframe.
- Procedural manuals developed and maintained in accordance with GOJ standards and within the agreed timeframe.
- Efficient, productive and motivated staff maintained at all times.
- Staff performance evaluated and assessed, and needs clearly identified and addressed in a timely manner.
- Effective leadership provided that fosters teamwork, employee empowerment and productivity.
- Professionalism, courtesy, integrity and confidentiality demonstrated at all times

### **AUTHORITY**

- Recommends leave, disciplinary actions and promotions in keeping with human resources policies and procedures
- Recommends training and employment of staff in the Division
- Determines the resources needed for the Commodities Unit
- Approves expenditure within assigned limits

### **REQUIRED COMPETENCIES**

#### **Core**

- Oral Communication Skills
- Written Communication Skills
- Analytical Thinking
- Team-work and Cooperation
- Initiative
- Integrity
- Compliance
- Interpersonal Skills
- Problem Solving and Decision Making
- Methodical

- Customer and Quality Focus
- Planning and Organising Skills
- Financial and Business Acumen
- Strategic Vision
- Goal Results Oriented

### **Technical**

- Excellent quantitative and qualitative report writing skills
- Sound knowledge of international trade and the commercial environment
- Sound knowledge of trade agreements
- Good research and analytical skills
- Good knowledge of the Customs Act and Regulations
- Good knowledge of research methodologies
- Sound knowledge of GOJ's Policies and Procedures
- Good project evaluation skills
- Proficient in the use of relevant computer applications

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- B.Sc. Degree in Economics, Management, International Trade or other related discipline.
- Three years or more professional experience
- Ability to use statistical and mathematical tools would be an asset

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.

**Applications accompanied by resume should be submitted no later than  
Friday, October 16, 2026 to:**

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

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