



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 28
OSC Ref. C.4858³⁷

26th January, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **General Manager (Level 6)** in the **Anti-Dumping and Subsidies Commission**.

Job Purpose

Reporting to and through the Executive Director to the Board of Commissioners, the General Manager is a critical member of the leadership and technical team of the Commission. The ideal candidate is a diligent, versatile manager with broad-based competencies and experience; excellent organizational ability and a track-record of success in managing teams and processes. The successful candidate is willing to continue learning and to navigate by training and engaging in the dynamic environment of International Trade, modern Government and growth-oriented Private Sector.

Key Responsibilities

- Has responsibility for:
 - ✓ General Administrative, Corporate and Strategic Planning, Document Management and Information Technology Management;
 - ✓ Case Management of Investigations and related processes;
 - ✓ Management of Human Resources, Compensation and Benefits;
- Conducts analysis of business entities according to the legislation and jurisprudence related to the Agency's mandate;
- Writes clear, reasoned reports, papers and documents, alone or as part of a team of Analysts, on matters related to World Trade Organisation International Trade Rules and Government of Jamaica (GoJ) Laws and Guidelines;
- Presents and instructs stakeholders on matters related to the Commission's mandate;
- Liaises with GoJ's Ministries, Departments and Agencies (MDAs), Stakeholder Organisations and International Organisations.

Required Knowledge, Skills and Competencies

- Exceptional interpersonal, management, team-building and verbal and written communication skills
- Knowledge of IT solutions for administration, technology based training and records management
- Demonstrated ability to manage strategically and deliver through and with a team on deadlines
- Detail orientation and good analytical capabilities
- Experience with and knowledge of Government of Jamaica Circulars, Guidelines and Staff Orders
- Ability to lead and collaborate effectively in developing Public Sector Corporate Planning Tools

Minimum Required Qualification and Experience

- Master's Degree with concentration in Management, Business or International Business Administration and/or Accounting or comparable qualifications from a reputable institution;
- Three (3) years' experience in a similar position;

- Training, experience and proven ability in Project Management or Case Management;
- Demonstrated interest in World Trade Organisation/International Trade would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 8th February, 2021 to:**

The Chairman
Anti-Dumping and Subsidies Commission
JAMPRO Trade and Invest Building
2nd Floor, 18 Trafalgar Road
Kingston 10

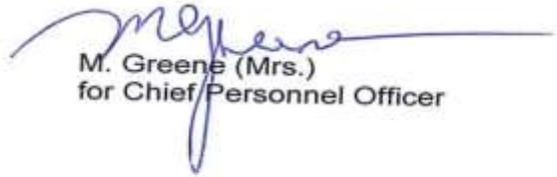
Attention: Executive Director

Email: antidump@jadsc.gov.jm

Further details about the post can be accessed on the Department's Website: www.jadsc.gov.jm.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



M. Greene (Mrs.)
for Chief Personnel Officer