



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 306
OSC Ref. C.6555¹²

16th September, 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 **Corporate Planner (Level 5)** in the **Anti-Dumping and Subsidies Commission**, salary range \$2,318,105 - \$2,540,389 and any allowance(s) attached to the post.

Job Purpose

The ideal candidate is diligent, versatile, with relevant broad-based competencies and experience; has excellent organizational ability and a track record of success in preparing Corporate Plans, Reports and Budgets. The successful candidate will continue to learn and navigate by training and engaging in the dynamic environment of International Trade, modern Government and growth-oriented Private Sector.

Key Responsibilities

- Provides strategic and technical expertise to lead and prepare Strategic Business and Operational Plans, Annual Reports, Performance Reports and other Corporate Reports in conformity with GOJ guidelines and in alignment with organizational Mission, Vision, goals and objectives;
- Co-ordinates and organises inputs and analysis of outcomes for Annual, Quarterly, Monthly and other governance reports;
- Designs, reviews and reports performance metrics to support ISO 9001:2015 certification and best practices;
- Communicates effectively with internal and external clients; provides robust support to the leadership team in respect of targets and achieving timely adjustments for the Agency achievement and reports.

Required Knowledge, Skills and Competencies

- Excellent business planning, research, analytical, problem-solving and up-to-date computer applications skills
- Superior verbal and written communication skills
- Demonstrated ability to manage strategically and deliver through and with a team on deadlines
- Ability to lead and collaborate effectively in developing Public Sector Corporate Planning Tools
- High energy and commitment to learning in multiple areas of endeavour

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Accounting, Economics or Bachelor's Degree with comparable qualifications from a reputable institution;
- At least three (3) years employment in a similar position.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29th September, 2021 to:**

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

Email: recruitment@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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**