



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 325

OSC Ref. C. 6555¹²

27th 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 be assigned to the post of **Director, International Trade (GMG/SEG 4) – (Not Vacant)** in the **Ministry of Industry, Investment and Commerce** salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Chief Technical Director (GMG/CTD 1), the Director, International Trade (GMG/SEG 4), uses Trade Policy as a tool for economic development through the planning, co-ordination and execution of activities related to international trade and the negotiation of trade agreements. To provide technical advice and policy recommendations to the Ministry and other Public and Private Sector officials on trade issues and negotiations and their implications for the Industrial and Commercial Sectors in Jamaica.

Key Responsibilities

Technical/Professional:

- Provides technical support to the Ministry in the area of trade policy and research, including but not limited to: market access, safeguards, dumping, rules of origin, tariffs, competition, technical barriers to trade, standards and accreditation;
- Conducts Sector and product research as required to determine the trade policy strategies that maximise economic benefit to Jamaica;
- Co-ordinates consultations within the Ministry and its Agencies to ensure that the Ministry's positions are harmonised;
- Ensures that trade policies are clearly articulated and implemented in the formulation of plans, policies and programmes;
- Reviews and analyses macro-economic indicators and their effects on trade in the Industrial and Commercial Sector and submits recommendations for appropriate policy corrections where necessary;
- Provides technical and strategic advice to the Ministry on emerging trade issues arising within national, regional and international fora;
- Prepares information and data to inform specific trade negotiations;
- Tracks, evaluates and reports on major developments in the international trade and economic environment;
- Ensures co-ordination across the Ministry to provide adequate trade training opportunities to the industrial and commercial Sectors.
- Acts as a focal point for the Ministry's related trade activities with the Ministry of Foreign Affairs and Foreign Trade;
- Designs and leads on special trade initiatives, programmes and projects as required;
- Liaises with regional and international organizations to seek funding for Trade Policy related activities;
- Provides input for speeches and technical papers as required;
- Ensures that trade developments and events are promoted and publicised;
- Prepares and delivers presentations as required;
- Represents the Ministry's Trade Policy recommendations and positions at meetings, negotiations and seminars.

Management:

- Participates in the development of the strategic direction of the Ministry;
- Organises and documents Work Plans and Budgets within established timeframes;
- Ensures that approved Work Programmes and Operational Plans are based on technically sound objectives and are consistent with the priorities of economic development;
- Reviews the Corporate and Operational Plans of the trade related Agencies and provides recommendations to ensure alignment with the Ministry, and overall GOJ objectives;
- Represents the Ministry on Portfolio Agency Boards as required and provides liaison between the Ministry and these Agencies;
- Represents the Ministry at meetings on administrative matters as required;

- Ensures the timely updating of procedural manuals related to job function;
- Manages the preparation of collateral material related to job function as required;
- Liaises with the Directors and staff of Private Sector associations in the area of trade;
- Liaises with Head of Agencies and Senior Staff in stakeholder Ministries, Agencies and Departments re issues related to job function;
- Prepares and submits performance and other reports as required;
- Organises proper systems to ensure storage of information, documents, data etc.

Human Resource:

- 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 organisational goals;
- Participates in the recruitment of technical staff for the Ministry and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Ministry's goals.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership skills
- Excellent research and analytical skills
- Excellent communication and negotiating skills
- Ability to manage change initiatives
- Strong customer orientation
- Excellent planning and organizing skills

Functional/Technical:

- Extensive knowledge and understanding of multilateral and regional trade agreements and organisations
- Extensive knowledge and understanding of trade and economic policies of Jamaica and other CARICOM States
- Knowledge and understanding of the operations of the GOJ policy and procedural framework
- Proficiency in the use of relevant computer applications
- Practical understanding of commercial trade practices and trade terms
- Ability to effectively prioritize tasks in a complex environment
- Ability to analyse and interpret changes in the economic, political and social environment

Minimum Required Education and Experience

- Bachelor's Degree in International Relations, Management, Economics, Public Administration or related discipline;
- At least ten (10) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations;

OR

- Master's Degree in International Relations;
- At least five (5) years demonstrated competence and experience in the area of international trade policy, analysis and negotiations.

Special Condition Associated with the Job

- Required to travel in the execution of duties.

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

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@moa.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 'Merle I. Tam', written over a horizontal line.

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