



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. 290 **OSC Ref. C.5850¹³**

27th August, 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 **Senior Director, Economic Policy and Investment (GMG/SEG 5)**, in the **Economic Policy and Investment Branch, Ministry of Economic Growth and Job Creation**, salary range \$3,564,000-\$4,364,476 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting directly to the Chief Technical Director, the Senior Director is required to provide guidance, leadership and monitoring of all activities related to the formulation and amendment of the Economic and Investment Policies and Legislation as well as monitoring the implementation of Investment Projects within the Ministry's Agencies and Departments. The incumbent will also collaborate with Economic and Investment Agencies to boost and promote growth and investment strategies and programmes to enhance policies and project implementation and to maximize the benefits of existing investments and foster the expansion of investment opportunities within Jamaica. Provides technical advice and general information to the Minister, Permanent Secretary and Chief Technical Director.

Key Responsibilities

Technical/Professional:

- Leads consultations on Economic and Investment related policies, programmes and legislation with stakeholders at a national and international level, in accordance with GOJ policy. (Where necessary, arranges the establishment of Steering Committees, co-ordinates the committees' activities and chairs these committees' interactions);
- Co-ordinates the completion of reviews to policies and legislation in the Investment Sector;
- Reviews annually the Legislative Programme in keeping with the Ministry's Strategic plans and programmes or projects for submission to Cabinet;
- Oversees the monitoring of Agencies to ensure compliance with GOJ's policies and guidelines as well as compliance requests from OCG with respect to Investment projects;
- Participates in the review of investment project proposals;
- Provides policy direction to Agencies under the Branches Portfolio;
- Prepares Cabinet Submissions, Notes, Briefs, Reports and Position Papers, to facilitate the implementation of the Ministry, its Agencies policies, programmes, legislation and projects to promote the support necessary to create an enabling environment for investments;
- Develops and maintains appropriate partnerships with Ministries, Agencies, the Private Sector, International and Regional Organizations to keep abreast of Economic and Investment Development and related issues that impacts policy development and implementation;
- Attends meetings of the Cabinet Sub-committees to justify Cabinet Submissions Proposals;
- Contributes to the design of the Ministry's Annual Legislation Programme. Carries out review of supporting legislation and prepare recommendation for amendments;
- Prepares Ministry papers and Green Papers on activities, proposed policies and programmes under the Ministry's Portfolio on which the public needs to be sensitized and their input required to shape policy;
- Contributes to the Minister's Budget Speech and the Governor General's Throne Speech and speaking engagements of the Minister and Permanent Secretary relative to the Investment Portfolio;
- Supervises projects under the purview of the Branch to ensure that components of respective project are implemented according to Project Plans and are in conformity with national development goals and other stipulations;
- Supervises consultants that may be appointed under special projects/programmes and assists in the Terms of Reference;

- Provides recommendations for resolution of any issue (s) that may disrupt successful project implementation;
- Negotiates partnership agreements with bodies, private and public, with respect to Investment Programmes, projects and activities. Monitors these agreements to ensure compliance with deadlines and in accord with the stated objectives;
- Designs in collaboration with Jamaica Trade and Invest, Industry Division, and other Agencies an incentive framework that will facilitate competitive and efficient Industries;
- Interfaces and interacts with Regional and International Institutions on an ongoing basis, regarding support for portfolio area and ensures currency with new developments that may impact the portfolio area;
- Monitors and supervises activities related to investments and investment project implementation;
- Interfaces with critical local institutions and organization on an ongoing basis e.g. Development Council, NEPA & NLA, with a view to enhancing the flow of approvals for investment projects;
- Designs instruments and conducts on-going analysis to monitor the effectiveness of policy and programme initiatives and proposes modifications based on results of evaluation activities;
- Represents the Ministry and the GOJ at home and abroad at high level bilateral, regional and multilateral negotiations dealing with industrial development issues and provides the necessary positions papers and debriefings on these meetings;
- Provides oversight to Branch staff and ensure the attainment of targets and the proper functioning of the Branch.

Management/Administrative:

- Recommends participation of Branch Representatives at relevant meetings, conferences, seminars and workshops;
- Prepares and oversees preparation of Reports to Ministers other Ministries, Permanent Secretary, Chief Technical Director, Agencies and international meetings and conferences;
- Oversees the development and implementation of the Branch's Strategic Business/ Operational Plans, Budget and Individual Work Plans;
- Represents the Minister, Permanent Secretary and Chief Technical Director at meetings, conferences, workshops and seminars relevant to the Division's roles and functions;
- Reviews Annual Reports from all Agencies under the Branches Portfolio;
- Ensures that policies and programmes of the Branch as well as Agencies and projects under its purview are administered efficiently to achieve set targets;
- Ensures Operational Plan of the Unit are technically sound and that objectives set are achievable and consistent with overall Policy Directive.

Human Resources:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Promotes a work environment that encourages continuous learning and new skill development;
- Develops and reviews the Branch's policies, procedures and systems to meet the Ministry's goals and objectives;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment and selection of staff for the Branch;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division, the Ministry, and the Government;
- Initiates disciplinary proceedings where appropriate;
- Develops a job enrichment strategy for the Branch in collaboration with HR;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Convenes regular staff meetings and ad hoc meetings as necessary to discuss job scheduling and any other issues/problems that affect the Branch to provide solutions that facilitate the achievement of objectives;
- Maintains effective working relations with external and internal stakeholders and customers, to ensure a consistently high level of service from the Division.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and presentation skills
- Customer and quality focus
- Negotiating skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent leadership and problem-solving skills

Technical:

- Strong research, analytical and report writing skills
- Advance knowledge of computer applications including Microsoft Office Suite and Microsoft Projects
- Excellent knowledge of economics, investment, and trade policy issues
- Excellent knowledge Jamaica Promotions Act, Investment Incentives Act and other relevant legislations
- Competence in preparation of Cabinet Submissions, Notes, Briefs, and Reports
- Sound knowledge in policy development procedures

Minimum Required Qualification and Experience

- Graduate Degree in Economics/ Finance, Business Administration, Management Studies or relevant Area;
- Three (3) years' experience in the Senior Management post in the Public Sector; **or**
- Degree in Economics/Finance, Business Administration, Management Studies or relevant area;
- Seven (7) years' experience in a Senior Management post.

Special Conditions Associated with the Job

- Travel within and outside of the country are critical to this job;
- May be required to work beyond normal working hours to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th September, 2021 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5**

Email: human.resources@megic.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.



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