



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 341** **OSC Ref. C. 6555<sup>12</sup>**

**4<sup>th</sup> October, 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 **Business Facilitation Officer (GMG/SEG 1)** in the **Ministry Industry, Investment and Commerce**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general supervision of the Snr. Director, Industry (GMG/SEG 4), the Business Facilitation Officer (GMG/SEG 1), assists with the technical aspects of the Ministry's work relating to the management and monitoring of the Manufacturing Sector as well as new and emerging industries.

#### **Key Responsibilities**

##### ***Administrative:***

- Assists in the preparation of the Division's Operational Plan;
- Assists in the preparation of the Unit Plan;
- Prepares Individual Work Plan;
- Provides technical support to Industry related Agencies;
- Provides technical support to the Divisional Director;
- Represents the Industry Division/Ministry at other meetings, seminars and workshops as required;
- Prepares Monthly Productivity Report;
- Promotes harmonious relationship within the Division and across the Ministry.

##### ***Technical:***

- Updates Manufacturing Registry/Database;
- Receives and processes Manufacturing Status Applications;
- Liaises with critical Manufacturing Sector stakeholders;
- Participates in joint site visits with JCA to entities seeking manufacturing status;
- Assists in the research and preparation of Cabinet Notes, Submissions and Ministry Papers as necessary;
- Analyzes issues brought to the Ministry by the Manufacturing and Services Sectors.
- Provides technical support in addressing concerns brought to the Ministry by stakeholders;
- Organizes meetings, workshops, seminars and conferences in respect of issues relating to the Manufacturing Sector and new and emerging industries;
- Conducts environmental scans (SWOT Analysis) for opportunities to develop new and emerging industries;
- Reviews business/project proposals/policies and provides advice on feasibility.
- Monitors and analyses trade, customs and other economic data to inform policy options and Industry development strategies;
- Prepares Industry data for existing, new and emerging industries using local and international sources;
- Represents the Industry Division/Ministry at meetings, seminars and workshops as required;
- Co-ordinates and supports Committee Meetings and Ministry projects;
- Researches and develops a schedule of funding opportunities and requirements for access provided by multilateral funding Agencies for Manufacturing and other Industries;
- Performs any other related duties that may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- High Integrity
- Excellent oral and written communication skills
- Good presentation skills
- Good leadership skills
- Good teamwork and co-operation
- Strong Goal/Results Oriented
- Excellent customer service skills
- Excellent Interpersonal and Networking Skills
- Ability to exercise initiative
- Managing the client interface
- Multi-tasking skills

### ***Technical:***

- Excellent Knowledge of Scrap Metal Trade/Regulations
- Good Knowledge of Research Methodology
- Excellent Report Writing skills
- Good Problem Solving and Analytical skills
- Proficient in the Use of Technology
- Excellent Knowledge of Issues affecting the manufacturing sector
- Excellent Knowledge of GOJ's policies relating to manufacturing

## **Minimum Required Qualification and Experience**

- First degree in Business Administration, Public Administration or its equivalent; **or**
- Certificate in Public Administration or its equivalent along with three years' experience in the Public Sector.

## **Special Conditions Associated with the Job**

- Extensive travel by motor vehicle;
- May encounter environmental hazards during site visits.

Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> 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](mailto: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.**



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