



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 383**

**OSC Ref. C.6555<sup>12</sup>**

**18<sup>th</sup> November, 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 following posts in the **Ministry of Industry, Investment and Commerce**:

1. **Director, Programme and Projects (GMG/SEG 4) – Not Vacant**, salary range \$3,154,073- \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Legal Officer (JLG/LO 3) –Not Vacant**, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.
3. **Manager, Promotions and Outreach (GMG/SEG 2) – Vacant**, salary range \$2,104,250 - \$2,501,416 per annum and any allowance(s) attached to the post.

#### **1. Director, Programme and Projects (GMG/SEG 4)**

### **Job Purpose**

Under the general direction of the Senior Director, MSME Division, the Director, Programmes & Projects (GMG/SEG 4) manages and co-ordinates projects, programmes, policies, planning, development and evaluation processes to facilitate the achievement of GOJ's policy objectives relating to the strengthening of the environment for business activity, financing and other emerging issues under the Micro Small and Medium sized Enterprises (MSME) Portfolio of the Ministry of Industry, Investment and Commerce.

There is the requirement to initiate and oversee research and analysis of ideas, implement policies, strategies, legislation and activities to ensure a stable environment for the development of the MSMEs.

### **Key Responsibilities**

#### ***Technical/Professional***

- Develops performance indicators and programme evaluation criteria and methods to track policy impact;
- Keeps abreast of best practices, trends and developments in the MSME global environment and makes recommendations for their adoption or application where appropriate;
- Tracks the implementation of policies in order to ensure that objectives are met in accordance with prescribed priorities and performance benchmarks;
- Conceptualizes, designs and makes recommendations on policies, policy guidelines, and the Terms of Reference for projects, programmes and initiatives in keeping with international best practices and GOJ guidelines;
- Manages the implementation of MSME related projects, programmes and initiatives, determines indicators to measure the impact of MSME related policies and proposes adjustments based on evaluation outcomes;
- Co-ordinates consultations, meetings and seminars with Sector interests and ensures that the necessary decisions and policy recommendations are facilitated;
- Researches and develops policies, programmes and technical papers on MSME issues to facilitate access to financing and the improvement of the business environment focussing on business registration, business formalization and taxation issues;
- Ensures the inclusion of Gender issues and Youth, Entrepreneurship and Promotion of innovation in the development of policies;

- Establishes linkage framework for the participation of start-ups and entrepreneurs in the supply and value chain networks;
- Writes Cabinet Submissions, Cabinet Notes, Ministry Papers, Green Papers on policy issues and provides technical background information and writes media releases and represents the Division at conferences, meetings, seminars as required;
- Makes recommendations on draft legislation;
- Determines/identifies breaches and inaccuracies and ensures that they are addressed.
- Investigates complaints or delays in projects and recommends corrective action;
- Prepares projects, proposals, financial forecasts, feasibility studies and submits for approval;
- Manages the MSME issues within the regional context;
- Designs the Terms of Reference and documents related to special projects, technical assistance and short-term consultants;
- Oversees the execution of MSME related projects for which MIIC has direct responsibility;
- Identifies indicators to measure the impact of MSME related policies and proposes adjustments based on evaluation outcomes;
- Ensures consultations with Sector interests and ensures that the necessary decisions and policy recommendations are facilitated;
- Leads on the implementation of related policies and legislation geared at improving access to financing by MSMES;
- Researches and prepares technical position papers in the areas assigned to the MSME Portfolio;
- Establishes linkage Framework for the participation of start-ups and entrepreneurs in supply and value chain networks;
- Spearheads the formation of policy to support the introduction of entrepreneurship in school curriculums;
- Provides technical contributions for the preparation of speeches, media releases and other documents as required;
- Prepares Cabinet Submissions, Notes, Ministry papers, Green Paper etc. on policy issues.
- Monitors and makes recommendations on draft legislation;
- Prepares negotiating briefs for agenda items and represents the Ministry on the GOJ delegation as required;
- Collaborates with critical stakeholders and devises strategies to handle problems that may occur in the sector;
- Manages the MSME issues within the regional context.

### ***Management and Administrative***

- Co-ordinates work, sets objectives and goals and ensures the achievement of targets;
- Manages activities related to MSME related projects and programmes within MIIC;
- Ensures that the MSME's divisional Work Programme and Operational Plans are based on technically sound objectives and are consistent with the priority of economic development;
- Develops Procedural Manuals, Operating Procedures, policies and recommendations, proposals and guidelines together with explanatory papers detailing implications of proposals and consequences of proposed actions;
- Identifies inter sectoral policy issues, maintains close contact with Sector officials, identifies areas for future integration and ensures that adequate advanced planning is done.
- Reviews the Corporates and Operational Plans of the assigned agencies and provides recommendations to ensure alignment with MIIC and GOJ's objectives;
- Develops and submits projects, programmes, Budgets and Operational Plans for approval;
- Prepares Status, situational, Quarterly and Annual Reports;
- Undertakes related research and consultations and develops information for the Ministry's Legislative Programme and MSMES related collateral material;
- Liaises with representatives in stakeholder Ministries, Agencies and Departments on related MSME issues.
- Develops collaborative linkages with stakeholders and the general public with fairness, transparency, responsiveness and integrity.

### **Human Resource**

- Collaborates with the Principal Director on the Succession Positioning of staff;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve;
- Participates in the recruitment of project staff and line staff;
- Recommends transfer, promotion, and leave for line staff 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 Division's and Ministry's goal.
- Contributes to the positive team spirit in the Division.

### **Other**

- Plans and implements special studies or investigations as required;
- Keeps abreast of trends and changes in the market to ensure proper planning and policy development;
- Interprets policy and advises staff on Government Regulations and guidelines;
- Makes recommendations for adjustment, where necessary in the Ministry's Policy Framework;
- Gives lectures and speeches on MSME related areas as required.
- Performs other duties and responsibilities as may be determined from time to time.

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

#### **Core:**

- Strong communication and customer relations skills
- Excellent problem solving and decision-making skills
- Excellent oral and written communication skills
- Strong human relations and emotional intelligence
- Strong management and leadership skills
- Ability to lead and work in a team
- Ability to build and maintain strong linkages and network with stakeholders
- The ability to organize and manage multi stakeholder demands
- Ability to work independently
- Confidentiality and integrity

#### **Technical:**

- Knowledge of international business environment and the global MSME landscape.
- Good project management skills.
- Proficiency in computer applications (word processing, power point, spreadsheet, intranet and internet).
- Sound knowledge of Government regulations, policies and principles

### **Minimum Required Qualification and Experience**

- Master's Degree in Public Administration, International Business, Public Sector Policy, Business Administration or other related discipline.
- Eight (8) years working experience in the field.
- Experience and training in project management would be an asset.
- Sound knowledge of the MSME landscape related to the Government sector.

### **OR**

- First Degree and combination of related qualifications
- Twelve (12) years related experience in a senior management field.
- Experience and training in project management would be an asset.

- Sound knowledge of the MSME landscape related to the Government sector.

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

- Typical office environment, no adverse working conditions, willingness to travel both locally and internationally.
- May occasionally be required to work late and on the weekends.

## **2. Legal Officer (JLG/LO 3)**

### **Job Purpose**

Under the general direction and management of the Senior Legal Officer, the Legal Officer provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the Strategic Management of a discrete Ministry.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the Legislative Programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the Legislative Programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advise on legal implications of internal policies and procedures;
- Provides legal advice to Ministry on all areas of law;
- Represent the Ministry by participating on Inter-ministerial Committees or Teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

### **Management/Administrative**

- Contributes to the development of the LSU's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

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

### **Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **Technical**

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs;
- Excellent knowledge of the English legal system and the legal framework of Government;
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of Government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

## **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

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

- Require to travel extensively in the execution of duties
- Must possess a reliable motor vehicle and a valid Driver's licence

### **3. Manager, Promotions and Outreach (GMG/SEG 2)**

#### **Job Purpose**

Reporting to the Director of Projects & Programmes (GMG/SEG 4), the Manager, Promotions and Outreach (GMG/SEG 2) is responsible for developing and implementing promotional and outreach programmes by providing thorough, current and accurate information on the MSME Sector, in keeping with the vision of creating a vibrant MSME Sector.

## **Key Responsibilities**

### ***Technical/Professional***

- Co-ordinates the development of promotional and outreach material using various public relations and media methodologies and tools to creatively present information to meet the needs of various publics;
- Co-ordinates, develops and delivers Information Sessions, including presentations, workshops, seminars and exhibitions to MSME clients, community, public and private sector representatives, other interest groups and stakeholders;
- Conducts research on global MSME trends and developments, organises promotional and outreach activities such as press conferences, media briefings and discussions and individual initiatives, seminars and workshops on MSME related issues;
- Represents the Division at local and overseas meetings, conferences and other fora and makes representations as required;
- Provides support in the establishment of incubator facilities to ensure best practices and best outcomes;
- Assists with the execution of MSME related projects for which MICAFA has direct responsibility;
- Provides assistance in the dissemination of related policies and Acts geared at improving access to financing by MSMEs and the overall MSME financing landscape;
- Establishes and maintains liaison with the relevant local, regional and international stakeholders for exchange of information and data on pending situations and issues relating to and impacting MSMEs;
- Provides support for an improved business environment with specific focus on business registration, business formalization and taxation issues;
- Examines and refines information, analyses and reports on the effects of Global Market trends on MSMEs in the domestic economy;
- Provides periodic reports on MSMEs, the issues that impact their performance and product and service prices;
- Collaborates with the relevant local and international stakeholders to establish and maintain a Framework for the co-ordination of data collection, compilation, examination, analysis and dissemination of critical information pertaining to entrepreneurship and business management;
- Manages the MSME content on the Ministry's Website specifically in relation to catalogue of MSME initiatives;
- Plans road shows, workshops and seminars;
- Handles matters related to local, regional and international affairs as assigned;
- Monitors business developments and manages business issues that impact MSMEs in keeping with the MSME and Entrepreneurship Policy;
- Collaborates with internal and external stakeholders to conduct research and analysis;
- Researches financial and business issues to develop technical reports, briefs and responses to information requests from internal and external publics;
- Ensures systems are maintained for the monitoring of issues under the MSME portfolio and for providing data and technical advice on issues of relevance to the portfolio;
- Maintains liaison with the relevant entities on matters relating to Business Environment and MSME Financing;
- Performs any other related duties that may be assigned from time to time.

### **Management and Administrative**

- Collaborates with the Principal Director and Director on the design, development and execution of promotional and outreach programmes, presentations, exhibitions, workshops and seminars;
- Establishes and develops networking arrangements and linkages with media, community, private and public sector representatives to assess the needs of the MSME Sector in order to develop and implement effective promotional and outreach programmes and activities;
- Develops and interprets MSME policies, policy guidelines and procedural decisions and ensures that regulations and established procedures are correctly applied;
- Identifies problematic issues impacting the effectiveness of the Promotional and Outreach Programmes and takes ameliorative action;
- Investigates complaints and operations generally and makes programme changes or revisions as required so that services provided meet the needs of the clients;
- Monitors and controls expenditures and keeps supervisors informed by reviewing and analysing special reports, summarizing information and identifying trends;

- Researches and formulates Cabinet Submissions, Notes and Ministry Papers, Agency Reports, briefs and position papers as required and liaises with internal and external agencies to obtain data for various submissions and reports.

### **Human Resource**

- Provides guidelines to staff regarding duties performed;
- Provides detailed information regarding on-the-job training for existing and new staff when deemed necessary;
- Assists the Director of MSME in the provision of information on staff requirements and other areas that may be of interest to the Human Resource Management and Administrative Unit or other Units within the Ministry;
- Assists in the performance of a periodic SWOT Analysis regarding staff in the Division in order to improve effectiveness, efficiency and recommends appropriate training for personal development and advancement;
- Contributes to the general team spirit of the Office.

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

#### **Core**

- Good interpersonal and people management skills.
- Excellent oral and written communication skills.
- Strong research and analytical skills.
- Excellent problem solving and organizing skills.
- Excellent decision-making skills.
- Ability to use initiative and exercise sound judgement.
- Sound personal and professional integrity, reflecting high ethical and moral values.
- Ability to lead and work with a team.

#### **Technical**

- Excellent knowledge of public relations and communication strategies.
- Sound knowledge of Government communication policies and protocols.
- Ability to identify and solve emerging threats to the sector.
- Sound knowledge of all the issues facing MSMEs.
- Sound knowledge of research methods and data analysis.
- Good project management skills.
- Competence in the use of relevant computer applications.

### **Minimum Required Qualification and Experience**

- A Bachelor's Degree in Marketing, Project Management, Business Management or any other Social Sciences related discipline.
- At least three (3) years of professional experience.
- Ability to use statistical and mathematical tools would be an asset.

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

- May be required to travel both locally and internationally.
- May be required to work late and on weekends.

Applications accompanied by résumés should be submitted **no later than Friday, 26<sup>th</sup> November, 2021 to:**

**Human Resource Management and Development  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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', with a long, sweeping horizontal stroke extending to the right.

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