



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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11th January, 2022

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/be assigned to the following posts in the **Ministry of Industry, Investment and Commerce**:

1. **Investment Policy Analyst (GMG/SEG 2) – (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Trade Liaison Officer (GMG/SEG 1) – (Not Vacant)**, salary range \$1,640,234 – \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Registrar (PIDG/RIM 4) – (Not Vacant)**, salary range \$1,254,116 – \$1,490,750 per annum and any allowance(s) attached to the post.
4. **Senior Payroll Officer (FMG/AT 3) – (Vacant)**, salary range \$1,191,406 – \$1,416,207 per annum and any allowance(s) attached to the post.

1. Investment Policy Analyst (GMG/SEG 2)

Job Purpose

Under the supervision of the Senior Director, Investment (GMG/SEG 5), the Investment Policy Analyst (GMG/SEG 2) is responsible for providing technical support to the Investment Division by monitoring existing and emerging market trends, conducting research and analyses for investment opportunities, as well as to forge and maintain contacts with key stakeholders for the development of the Investment Sector.

Key Responsibilities

Technical/Professional:

- Liaises and conducts consultations with Sector interests and ensures that the necessary decisions and policy recommendations are facilitated and co-ordinates Committees' activities;
- Undertakes projects under the purview of the Division to ensure that components of respective project are implemented according to project plans and are in conformity with national development goals and other stipulations;
- Liaises with consultants that may be appointed under special projects/programmes and assists in the Terms of Reference for the Division.
- Carries out the recommendations for resolution of any issue(s) that may undermine successful project implementation;
- Liaises with stakeholders of 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 accordance with the stated objectives;
- 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;
- Interfaces with critical local institutions and organization on an ongoing basis e.g. Development Council, NEPA and NLA, with a view to enhancing the flow of approvals for Investment Projects;
- Designs instruments and carries out on-going analysis to monitor the effectiveness of policy and programme initiatives and proposes modifications based on results of evaluation activities.

Management/Administrative:

- Represents the Ministry/Division at meetings, conferences and other functions;
- Prepares monthly Status Report on projects being monitored by the Ministry and under the purview of Investment;
- Assists with the preparation of the Division's Operational and Divisional Plans and Budget.
- Provides technical support/advice to Director and other officers;

- Performs any other duties as assigned by the Divisional Director and or Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Ability to work in a team
- Strong Customer and Quality Focus skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills

Technical:

- Excellent analytical and Report Writing skills
- Excellent knowledge of the Investment Industry
- Excellent knowledge of the operations of Government
- Excellent knowledge of Acts and Government policies that directly influence investment and the operations of the Production Sector
- Ability to manipulate relevant computer software e.g. Word processors such as Microsoft Word and Note pad
- Strong follow up ability (tenacity) and co-ordinating skills

Minimum Required Qualification and Experience

- Bachelors of Science Degree in Social Science, Economics, Management Studies or any other relevant area;
- Three (3) years' experience in a middle management post.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Required to travel islandwide and overseas from time to time.

2. Trade Liaison Officer (GMG/SEG 1)

Job Purpose

Under the direction of the International Trade Specialist, the Trade Liaison Officer provides research and technical support in the Trade Unit with regards to planning, co-ordinating and execution of activities of the Ministry to International Trade. Acting under supervision, the Officer will be required to canvas, co-ordinate and collate recommendations from the Public and Private Sectors on Trade issues. The Officer will also be tasked with the responsibility of keeping a monthly summary of positions and developments on Trade issues impacting the Ministry and will provide secretariat support services to the Ministry's Trade Enforcement and Advisory Mechanism (TEAM).

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 maximize economic benefit to Jamaica;
- Ensures that Trade Policies are clearly articulated and implemented in the formulation of plans, policies and programmes;
- Reviews and analyzes 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 with 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 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;
- Ensures that Trade developments and events are promoted and publicized;
- Prepares delivery of 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;
- Organizes and documents Work Plans and Budget 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 Trade-related Agencies and provides recommendations to ensure alignment with MIIC 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 functions;
- 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 Heads of Agencies and senior staff in stakeholder Ministries, Agencies and Departments re issues related to job functions;
- Prepares and submits performance and other reports as required;
- Organizes 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 attain established personal and/or organizational 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

- Extensive knowledge and understanding of Multilateral and Regional Trade Agreements and Organizations
- 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
- Practical understanding of Commercial Trade practices and Trade terms
- Excellent oral and written communication skills
- Excellent negotiating, research and analytical skills
- Strong leadership skills
- Ability to analyze and interpret changes in the economic, political and social environment
- Ability to effectively plan and organize in a complex environment with competing priorities
- Ability to manage change initiatives
- Strong customer orientation
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in International Relations, Management, Economics, Public Administration or related discipline;
- Previous working experience in an area related;
- Previous working experience in an area related to Research and/or a Trade discipline;
- Three (3) years demonstrated experience in the area of International Trade Policy Analysis and Negotiations.

3. Registrar (PIDG/RIM 4)

Job Purpose

The incumbent will effectively co-ordinate mail and Records and Information Management programmes through the Registry to support the Ministry's Information and Communication objectives, in accordance with established procedures and regulations and to provide guidance for the Ministry's Records Management Programme in its Divisions and Units.

Key Responsibilities

Management/Administrative:

- Develops, in conjunction with the Director, plans and programmes for effective Records Management;
- Participates in the development of a Records Management Procedural Manual;
- Participates in the development of a Mail Management Procedural Manual;
- Develops a set of objectives and standards to guide the operations of the Registry;
- Participates in periodic reviews of the records and mail management operations of the Ministry;
- Develops Work Schedules and Plans for Registry staff;
- Delegates and oversees the functions of reports;
- Convenes and participates in meetings relevant to the role and function of the Registry.

Technical/Professional:

- Analyzes incoming documents and ensures classification in accordance with established classification standards and systems;
- Establishes a system for the creation and amendment of files;
- Ensures proper maintenance of Registry files and secures custody of confidential and legal documents;
- Ensures establishment of a proper system for managing and monitoring access and loan of files. Ensures maintenance of the Computerized Tracking Systems for files and correspondence;
- Ensures timely repair of deteriorating indexes and files;
- Ensures purging of outdated and obsolete files;
- Develops in conjunction with appropriate personnel, a Disaster Preparedness Plan for the Registry and ensures the appropriate sensitization of Registry staff;
- Ensures proper storage facilities for all Registry files and documents;
- Ensures the adequacy of mail and Registry equipment and supplies and encourages conservation in the use of materials and supplies;
- Collaborates with the Transport Manager to ensure an efficient system of mail collection and delivery;
- Ensures proper maintenance of the Value Book used to account for the Ministry's valuables received through the mail. Certifies valuables received and accounted for;
- Promotes a client-friendly Registry atmosphere and ensures the proper facilitation of the information needs of Ministry's personnel and clients.

Human Resource:

- Participates in the recruitment and induction of Registry staff;
- Develops with the Director, employee performance targets and motivates staff to optimum performance levels;
- Promotes the welfare and development of staff through preparation of performance appraisals, recommendations for appointment, promotion and training and leave;
- Initiates disciplinary proceedings where appropriate;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good organizing skills
- Good oral and written communication skills
- Good leadership skills
- Excellent interpersonal skills

Functional/Technical:

- Sound background in Records Management Systems
- Knowledge of the Access to Information Act
- Experience in Mail Management
- Working knowledge of standard computer applications

- Knowledge in the use of Information Management System
- Knowledge of established classification procedures and file retention rules

Minimum Required Qualification and Experience

- Graduated from a recognized institution with a Certificate/Diploma in Records Management and two (2) years relevant experience;
- OR**
- Training in Library Science and/or Archival Procedures from a recognized institution and three (3) years' experience in the field or a similar environment;
- OR**
- High School graduate with four (4) subjects at the CXC or GCE O'Level, including English Language and a numeric subject and training in Records and Information Management systems, procedures and practices and automated technologies as it relates to Records Management and/or area of operation, plus seven (7) years' experience in a similar environment;
- OR**
- Any other combination of training and experience that would yield the necessary skills needed at this level.

4. Senior Payroll Officer (FMG/AT 3)

Job Purpose

Under the direct supervision of the Principal Finance Officer (FMG/PA 4), the Senior Payroll Officer (FMG/AT 3) is responsible for the control and payment of salaries and wages and ensuring that there is conformity in accordance with the FAA Act.

Key Responsibilities

Technical/Professional

- Maintains earning record and other related salaries particulars;
- Checks and computes salaries;
- Maintains and balance salary control and ensures that Payroll balances with control or an activity-by-activity basis;
- Maintains records of salary particulars on each member of staff and ensures that valid information are recorded;
- Ensures that advances and overpayment of salaries are prompt;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in teams
- Good interpersonal and customer relations skills
- Ability to work on own initiative
- Good problem-solving and analytical skills

Technical:

- Good knowledge of the FAA Act, other associated legislation, Circulars, directives and bulletins
- Good knowledge of the Government Accounting
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Proficiency in the relevant computerized Payroll software and other software
- Sound knowledge of the preparation of payment vouchers
- Competence in the use of Microsoft Office Applications (Word, Excel, Outlook)
- Knowledge of Internal Controls
- Knowledge of Payroll processing and administration

Minimum Required Qualification and Experience

- AAT Level 3 **OR**;
- ACCA – CAT Level C/Level 3 **OR**;
- ACCA Level 1 **OR**;

- NVQJ Level 3, Accounting **OR**;
- Diploma in Accounting from an accredited University or Community College **OR**;
- A.Sc Degree in Business Studies/Business Administration from an accredited tertiary institution. **OR**
- A.Sc. Degree in Accounting, MIND **OR**;
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2, &3. **OR**;
- BSc. Degree in Accounting or Management Studies with Accounting, **OR**;
- BBA Degree, **OR**;
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Applications accompanied by Résumés should be submitted **no later than Monday, 24th January, 2022 to:**

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

Email: 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.



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