



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 255

OSC Ref. C. 6555¹³

20th June, 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 be assigned to the post of **Business Facilitation Officer (GMG/SEG 1)** for the period **July 13, 2022 to August 12, 2022** in the **Ministry Industry, Investment and Commerce**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director of Manufacturing, the incumbent assists with technical aspects of the Ministry's work relating to development of the Manufacturing Sector, as well as the Scrap Metal Trade.

Key Responsibilities

- Assists in the preparation of the Division's Strategic Business and Operational Plan;
- Assists in the preparation of the Unit Plan;
- Prepares Individual Work Plan;
- Updates Manufacturing Registry/Database;
- Receives and processes Manufacturing Status Applications;
- Liaises with critical Manufacturing Sector stakeholders (JMA, JCA, JEA, etc);
- 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 Sector;
- Updates Database in relation to concerns brought to the Ministry by manufacturing stakeholders;
- Organizes workshops, seminars and conferences in respect of issues relating to Manufacturing Sector;
- Assists in all activities of the Ministry relating to the regulation of the Scrap Metal Industry;
- Monitors and makes recommendations in respect to the processing of Scrap Metal Licence; reviews Special Permit Application;
- Participates in site inspections of Scrap Metal facilities;
- Advises stakeholders on matters relating to the Trade (Scrap Metal) Regulations and other areas of the Division as required;
- Provides technical support to the Divisional Director, Director of Services, and Director of Industrial Policy Development and Monitoring;
- Acts as Ministry Focal Point on any related Government focal/working groups as assigned;
- Represents the Industry/Division/Ministry at meetings, seminars and workshops as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Integrity
- Good knowledge of Scrap Metal Trade/Regulations
- Good oral and written communication skills
- Good knowledge of Research Methodology
- Good presentation skills
- Report writing skills
- Good leadership skills
- Good problem-solving and analytical skills
- Teamwork and co-operation
- Use of Technology
- Goal/Results oriented

- Good knowledge of issues affecting the Manufacturing Sector
- Customer Service skills
- Good knowledge of GOJ's policies relating to manufacturing
- Interpersonal and networking skills
- Initiative
- Multi-tasking skills

Minimum Required Qualification and Experience

- First degree in Public/Business Administration or a related field; **or**
- Certificate in Public Administration or its equivalent, along with three (3) years' experience in the Public Sector.

Applications accompanied by résumés should be submitted **no later than Tuesday, 28th June, 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**