



## Office of the Services Commissions

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### **CIRCULAR No. 241** **OSC Ref. C.6555<sup>13</sup>**

**16<sup>th</sup> 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 fill the **vacant post of Research Officer (Level 5) in the Anti-Dumping and Subsidies Commission, Ministry of Industry, Investment and Commerce**, salary range \$2,064,066 - \$2,642,005 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Directed by the Executive Director and Senior Technical Staff and train stakeholders, the Research Officer conducts research; assists with analysis and shares knowledge on market conditions, goods production, prices, transactions and trends relating to industries in Jamaica and overseas. The incumbent will perform other general required research and analysis.

#### **Key Responsibilities**

- Conducts data research to assist with the assessment of whether dumped or subsidized prices of imported goods cause material injury to Jamaican producers of like or similar products;
- Retrieves and applies information, develops resource materials and databases from a wide range of sources; prepares and contributes to technical papers, analytical notes and a variety of reports;
- Communicates with internal and external clients;
- Provides robust support to the Leadership Team, including in stakeholder engagement and public education initiatives.

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

- Excellent analytical, logical and critical thinking skills
- Research methods knowledge and experience
- Effective communication skills including superior writing and verbal presentation skills
- Competence and in use of relevant computer software applications
- Team-oriented
- Creative problem-solving skills

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

- Bachelor's Degree in the Social Sciences, preferably in Economics, Law, Accounting or related disciplines. A Master's Degree in the same disciplines is an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 30<sup>th</sup> June, 2022 to:**

**The Chairman  
Anti-Dumping and Subsidies Commission  
JAMPRO Trade and Invest Building  
2<sup>nd</sup> Floor, 18 Trafalgar Road  
Kingston 10**

Email: [recruitment@jadsc.gov.jm](mailto:recruitment@jadsc.gov.jm)

Further details about the post can be accessed on the Department's Website: [www.jadsc.gov.jm](http://www.jadsc.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