



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 287 **OSC Ref. C. 6555¹⁴**

5th July, 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 post of **Director of Commodities (GMG/SEG 2) – (Not Vacant)** in the **Ministry of Industry, Investment and Commerce**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director of Commerce (GMG/SEG 4), the Director of Commodities (GMG/SEG 2) has responsibility for directing and supervising the technical aspects of the Unit's work relating to the management and monitoring of commodities and for the management of trade issues relating to trade facilitation in domestic, regional and international markets.

Key Responsibilities

Management/Administrative:

- Manages the activities and planned programmes of the Unit;
- Executes the preparation of the Unit's Budget;
- Represents Divisional Head on various committees/working groups;
- Represents the Division/Ministry in various local, regional and international meetings;
- Prepares statistical, analytical and Monthly Unit reports;
- Prepares/contributes to various divisional and Ministry reports, briefs and position papers;
- Researches and prepares Cabinet Notes, Submissions and Ministry Papers;
- Liaises with the Ministry's Division, Departments and Agencies for the finalization of submissions for inclusions in various annual reports;
- Provides guidance/advice to the Director of Commerce and/or the Permanent Secretary, Director General and Chief Technical Director on issues within the Unit's Portfolio;
- Supervises data collection and development of databases for the Unit.

Technical/Professional:

- Oversees the maintenance of systems for the monitoring of commodities and commodity related issues for the provision of data, analysis, reports and technical advice on relevant issues;
- Manages and maintains licensing framework and monitoring mechanisms for importation of selected commodities;
- Monitors trade developments and manages trade issues that impact domestic and regional commerce in keeping with international obligations and Trade Agreements;
- Assists with the management of trade issues of CARICOM and the Council of Trade and Economic Development (COTED) in keeping with the treaties that govern intra-regional trade;
- Participates in meetings of the COTED and other trade related meetings locally, regionally and internationally;
- Assists with the preparatory and follow-up work from the decisions and recommendations taken by the CARICOM/COTED and other trade organizations;
- Prepares the relevant briefing documents as well as Jamaica's representative(s) to participate in local, regional and international meetings as necessary;
- Provides technical assistance, advice and business and trade facilitation support to the Business Sector; and responses to internal and external customers on trade issues;
- Develops and implements structured Educational Programmes and conducts site visits to enhance the capacity of manufacturers and exporters to increase trade;
- Monitors matters of irregular intra-regional trade practices between Jamaica and Members States of Caricom;
- Provides input into investigation of allegations of breaches under Trade Agreements;
- Monitors and manages matters relating to import and export licensing and Trade Agreements;

- Collaborates with internal stakeholders and entities external to the Ministry to conduct research and analysis to inform and support the commerce/commodity planning and implementation processes as required for preparation of Technical Reports, Briefs and responses to information requests from internal and external publics;
- Conducts feasibility and impact assessments studies to inform planning programmes and prudent decision-making;
- Keeps abreast of current internal and external factors/issues which are likely to impact on the achievement of planned targets and makes recommendations for appropriate anticipatory action;
- Facilitates the use of trade mechanisms and treaty guidelines to support the Commercial Sector;
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and/or effectiveness;
- Maintains liaison with the relevant entities and stakeholders on matters relating to distributive trade, trade facilitation, commodities and prices;
- Monitors issues impacting the Commodities Portfolio and/or faced by Agencies, Companies and provide sound advice and recommendations for resolution;
- Monitors aspects of the motor vehicle import policy as required to ensure that it remains relevant to international and domestic trends and make recommendation for amendments as necessary;
- Investigates complaints/appeals relating to Import Licence under the policy and makes recommendations as necessary.

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 attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goal;
- Performs any other related duties that may be assigned from time to time, by the Director of Commerce.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Teamwork and co-operation
- Initiative
- Integrity
- Compliance
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Methodical
- Customer and quality focus
- Good planning and organizing skills
- Financial and business acumen
- Strategic Vision
- Goal results oriented
- Excellent quantitative and qualitative report writing skills
- Sound knowledge of international trade and the commercial environment
- Sound knowledge of trade agreements
- Good research and analytical thinking skills
- Good knowledge of the Customs Act and Regulations
- Good knowledge of research methodologies
- Sound knowledge of GOJ's Policies and Procedures
- Good project evaluation skills
- Proficient in the use of relevant computer applications

Minimum Required Qualification and Experience

- B.Sc. Degree in Economics, Management, International Trade or other related discipline;
- Three (3) years or more professional experience;
- Ability to use statistical and mathematical tools would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 18th July, 2022 to:**

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

E-mail: 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**