



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. 439

OSC Ref. C. 6555¹⁴

13th October, 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 **Director, Manufacturing and Incentive Monitoring (GMG/SEG 3) (Not Vacant)** during the period **December 6, 2022 to March 8, 2023** in the **Ministry of Industry, Investment and Commerce**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Senior Director - Industry Division, the incumbent has the responsibility of providing assistance in guiding the strategic direction of the Industry Division. The incumbent is expected to provide policy advice aimed at improving the Productive Sector (Manufacturing and Services Sectors). He/she should engage in the evaluation of existing measures including policies/ programmes/ projects with a view to safeguarding key stakeholder interests, improving the business environment, and helping to drive development of the Productive Sector.

Key Responsibilities

Administrative:

- Co-ordinates and provides guidance in the preparation of the Division's Strategic Business Operational and Unit Plans;
- Provides leadership and guidance to direct reports through effective planning, delegation, and communication;
- Establishes and maintains a system that fosters a culture of teamwork.

Technical/Professional:

- Leads the development of policies/programmes relevant to the Manufacturing and Services Sectors;
- Leads in co-ordinating the preparation of technical documents, providing analysis and advice to internal and external stakeholders;
- Maintains systems and structures designed to liaise with and support the assigned Agencies;
- Ensures timely and well-prepared submissions requiring policy decisions/approval, are made to relevant approval bodies, e.g. Cabinet, and its Sub-committees;
- Keeps abreast of developments in local and foreign markets to guide the development of existing or new industries;
- Maintains relationships with key stakeholders and partners in managing the policy interventions;
- Leads in the preparation of the Division's Strategic Business Plan;
- Works closely with the Strategic Planning and Policy in the development of the Ministry's Strategic Business Plan;
- Provides technical inputs in the preparation of Minister's speeches and other presentations, as is required;
- Provides technical support as needed to Directors of Manufacturing and Services, Senior Director, Chief Technical Director, and Permanent Secretary;
- Represents the Ministry at meetings, seminars, workshops and other activities as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Excellent oral and written communication skills
- Presentation skills

- Good leadership skills
- Teamwork and co-operation
- Goal/Results Oriented
- Customer Service skills
- Good interpersonal and networking skills
- Ability to use own initiative

Technical:

- Knowledge of Trade Agreements relating to the Service Sector
- Knowledge of Research Methodology
- Report writing skills
- Good problem-solving and analytical skills
- Good use of Technology
- Knowledge of Issues affecting the Service Sector
- Knowledge of service sector related entities established procedures
- Knowledge of Trade Agreements relating to the Manufacturing
- Knowledge of issues affecting the Manufacturing Sector and Services Sector
- Knowledge of GOJ's policies relating to manufacturing and services
- Knowledge of Policy development

Minimum Required Qualification and Experience

- First degree in Business Administration/Management or in a related field;
- Three (3) years' experience in a middle management position;
- Demonstrable experience in policy formulation.

Special Conditions Associated with the Job

- Occasional need to travel on Government Business/Workshops (local and overseas);
- Ability to work under stress and meet very short deadlines while maintaining high standards of work.

Applications accompanied by résumés should be submitted **no later than Thursday, 27th October, 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**