



Office of the Services Commissions

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CIRCULAR No. 514 **OSC Ref. C. 6555¹⁴**

23rd November, 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/fill the following posts in the **Ministry Industry, Investment and Commerce (MIIC)**:

1. **Director of Commodities (GMG/SEG 2) – (Not Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Commercial Business Analyst (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

1. **Director of Commodities (GMG/SEG 2)**

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 make 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 makes 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 Organization's goal;
- Performs other related duties that may be assigned from time to time, by the Director of Commerce.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and co-operation
- Ability to use own 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

Technical:

- 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 years or more professional experience;
- Ability to use statistical and mathematical tools would be an asset.

2. Commercial Business Analyst (GMG/SEG 1)**Job Purpose**

Under the general supervision of the Director of Commerce (GMG/SEG 4), the Commercial Business Analyst (GMG/SEG 1) is responsible for providing technical and analytical support through the conducting of research, surveys and providing objective and statistical analysis on supplies (import, exports and distribution), pricing, quality and their relationship with fair trade, consumer welfare and protection towards commercial development.

Key Responsibilities***Management/Administrative:***

- Maintains monitoring mechanisms for selected commodities and provides periodic reports;
- Represents the Ministry and Division at meetings, seminars and workshops as required;
- Assists with the Organization of workshops and seminars;
- Collects data and develops and maintains databases for the Commodities Unit;
- Contributes to various Divisional and Ministry reports, briefs and position papers;
- Researches and prepares Cabinet Notes, Submissions and Ministry papers;
- Prepares Monthly/Quarterly and Annual Status Reports;
- Maintains a system that fosters a culture of teamwork;
- Participates in the recruitment of staff for the Division/Unit.

Technical/Professional:

- Monitors the production, importation, export, quality, supplies and prices of selected commodities and the issues that impact the quality and supply of those commodities;
- Assesses commodities supply and prices globally, regionally and locally and evaluates implications for the Commercial Sector and consumers;
- Monitors selected commodities in the local economy and prepare Statistical and Analytical Reports on the performance of these commodities on a monthly, quarterly and annual basis;
- Monitors international, regional and local developments that impact commodities and prepare Statistical and Analytical Reports on the effects of global market trends on the commodities in the domestic economy and the impact on commerce and consumers;
- Establishes and maintains liaison with the relevant local, regional and international Organizations for exchange of information and data relating to production, imports, exports, quality, distribution, supplies and prices;
- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the co-ordination of data collection, compilation, examination, analysis and dissemination for selected commodities;
- Analyzes data collected and prepares Statistical and Analytical Reports;
- Conducts research and feasibility studies to enable sound decision making;
- Collaborates with internal stakeholders and external entities to conduct research and analysis to inform and support commerce/commodity planning;
- Develops and maintains databases for selected commodities and prepares Periodic Statistical and Analytical Reports on the performance of the commodities and other

commerce related databases to deliver increasing amounts of data for policy and decision making;

- Provides data analysis on selected commodities destined for commerce in relation to general supplies, prices, quality, standard and wholesomeness to inform policy recommendations;
- Manages the commodities content on the Ministry's Website;
- Supervises the input of data into the databases and the dissemination of information from that data via the Ministry's Website;
- Manages the preparation of Statistical and Analytical Reports on commodities that benefit under the various trade agreements;
- Manages and assists with the compilation of Caricom Monitoring Mechanisms Reports for selected commodities are completed and submitted to the Caricom Secretariat;
- Assists in the preparation of issues for submission to the CARICOM Council for Trade and Economic Development (COTED);
- Assists with the development, monitoring and implementation of the Motor Vehicle Import Policy and Regulations;
- Assists with the development, monitoring and implementation of initiatives and activities related to fair trading, consumer welfare and protection and other commerce related activities;
- Works with Commerce related Agencies to identify and monitor developments and emerging trends within the Commercial System;
- Provides technical and liaison support to the work of the Agencies;
- Drafts Cabinet Notes and Submissions;
- Performs any other related duties that may be assigned by the CTD/Permanent Secretary from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent conceptual, planning, research, and creative skills
- Advanced writing and editing skills
- Must maintain a strict code of ethics in working with highly confidential data
- Sound oral, written and presentation skills
- Strong analytical and organizing skills
- Strong interpersonal and people management skills
- Good problem-solving and decision-making skills
- Ability to exercise good judgment
- Ability to work effectively in a team and to work independently
- Proficiency in the use of software relevant to the functions of the post

Technical:

- Sound knowledge of GOJ policies and programmes
- Sound knowledge of policy analysis, monitoring and evaluation
- Sound knowledge of international best practices and trends in policy development, management and implementation
- Ability to conduct research analyze data and make sound and logical conclusions
- Good knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues
- Sound knowledge of modern approaches to policy research, development and analysis
- Flexibility in responding to changes in priorities and demands at work
- Ability to establish and maintain co-operative working relationships with all segments of the Ministry, its Agencies and external stakeholders

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Public Administration or equivalent in a related field;
- Specialized training in modern approaches to research and data analysis would be an asset;
- Three (3) years' experience in a comparable working environment.

Special Conditions Associated with the Job

- Maybe required to conduct site visits.

Applications accompanied by résumés should be submitted **no later than Tuesday, 6th December, 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**