



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 143**

**OSC Ref. C. 6555<sup>15</sup>**

**23<sup>rd</sup> March, 2023**

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 **Investment Projects and Implementation Manager (GMG/SEG 4)** in the **Investment Division, Ministry of Industry, Investment and Commerce**, salary range \$4,947,565 - \$6,653,925 per annum.

### **Job Purpose**

Under the supervision of the Senior Director, the Investment Projects and Implementation Manager is charged with developing policies, initiatives, programmes and projects to increase local and foreign investment, and to improve the impact of these investments on sustainable development.

### **Key Responsibilities**

- Provides/technical support and policy advice to the Divisional Director on investment policies, laws, regulations, international developments, investor state dispute settlement negotiations, special economic zones, and international financial services;
- Provides policy advice regarding investment policies, regulations, and facilitation;
- Conducts research and studies to inform recommendations relating to investment and capital market development;
- Co-ordinates meetings with Business Sector Interests and Public Sector Entities to assess the impact of Government policies and programmes;
- Represents the Division on committees relating to and impacting on investments and prepare reports for the Divisional Director;
- Evaluates the performance of Agencies under the Division by ensuring that the requisite submissions (Annual Reports, Budgets) are made on a timely basis;
- Ensures programmes and activities carried out by the Agencies are in alignment with Jamaica's National Development Plan, Vision 2030 and the United Nations Sustainable Development goals;
- Monitors investment related negotiations at the World Trade Organisation and the United Nations Commission for International Trade Law and makes recommendations as appropriate;
- Monitors International Tax Laws and other international laws affecting the flow of investments;
- Prepares Cabinet Submissions and Position Papers for review by the Senior Director on matters relative to the Units portfolio;
- Collaborates with JAMPRO on initiatives, programmes and projects;
- Oversees programme implementation with regard to specific investment projects under the purview of MIIC;
- Provides leadership through the development of employee performance targets and standards and motivates staff to optimum performance levels;
- Participates in the development of staff training programmes;
- Communicates general information concerning projects under management to colleagues and staff within the Division and Ministry;
- Manages/ensures that staff are aware of and adheres to relevant policies and guidelines.

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

- Knowledge of local laws and regulations, and international laws affecting investment
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action
- General knowledge of the operations of Government rules, regulations and procedures
- Knowledge of long-range planning concepts and principles
- Sound knowledge of Investment and Trade Policy issues

- Sound knowledge of Public Service regulations, policies and procedures
- Knowledge of Programme Budgeting and Financial Management
- Good leadership skills
- Excellent oral and written communication skills
- Good time management skills
- Teamwork and co-operation
- Customer Service and interpersonal skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- Ability to impact and influence
- Proficiency in the use of relevant computer software.
- Methodical
- Change Management skills
- Project Management skills
- High integrity and confidentiality
- Analytical skills

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

- Graduate Degree in Business Administration, Management or relevant area;
- Degree in Economics/Commercial Law/Management Studies or relevant area;
- Five (5) years' experience in a Senior Management post;
- Three (3) years in the Senior Management post in the Public Service.

Applications accompanied by résumés should be submitted **no later than Wednesday, 5<sup>th</sup> April, 2023 to:**

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

Email: [hrm@miic.gov.jm](mailto: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**