



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. 102

OSC Ref. C. 6555¹⁵

7th 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 post of **Manufacturing Strategy Implementation Co-ordinator (Contract) - (2 years)**, in the **Ministry of Industry, Investment and Commerce (MIIC)**, basic salary \$4,422,000 per annum and travelling allowance \$1,573,164 per annum.

Job Purpose

To ensure the timely implementation of the National Five-Year Manufacturing Strategy and Action Plan to achieve its desired results. In so doing, the Co-ordinator will support the strengthening of Jamaica's manufacturing capacity by helping to define and implement clear and concise programmes and activities designed to address the challenges inhibiting the expansion of the Manufacturing Industry.

Key Responsibilities

To meet this objective, it is expected that the National Manufacturing Co-ordinator will:

- Review the National Five-Year Manufacturing Strategy and the accompanying Action Plan and develop a detailed Work Plan for implementation;
- Lead the development of a detailed Implementation Plan ensuring proper alignment of the Budget and procurement projections;
- Drive the implementation of the National Five-Year Strategy and its Action Plan by engaging relevant stakeholders to introduce concepts and obtain buy-in as well as to support project/activity development and implementation;
- Identify and monitor ongoing initiatives that are aligned to activities under the Strategy;
- Develop a detailed Monitoring and Evaluation Plan for the Manufacturing Strategy;
- Liaise with other relevant projects being implemented across Government which may have implications for the National Manufacturing Strategy and ensure coordination and synergy between them;
- Manage stakeholder engagement towards the execution of the National Five-Year Manufacturing Strategy and discuss and implement solutions in furtherance of the Strategy;
- Report against the Action Plans, flagging any issues arising from the implementation of the Strategy for resolution at the appropriate levels among Public and Private Sector stakeholders;
- Identify and make recommendations for other activities required to support the objectives and goals of the National Strategy;
- Collaborate with JMEA and JAMPRO in the execution of initiatives in line with the Strategy and Action Plan;
- Prepare project proposals to encourage development of the six focus manufacturing sub-sector identified in the strategy (i.e Packaging, Furniture, Cosmetics, Agro-processing, Pharmaceuticals and light manufacturing);
- Identify international donor funding opportunities to assist with funding implementation activities;
- Identify potential implementation risks and recommending mitigation strategies through a comprehensive risk matrix;
- Host and/or participate in key events such as stakeholder engagements and capacity building seminars;
- Prepare the Final Report including impact assessment and presentation of findings to the Manufacturing and Export Growth Team of the MIIC;
- Perform any other related duties that may be assigned by the Council.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and presentation skills
- Well-developed analytical skills
- Sound problem-solving and decision-making skills

- Strong leadership attributes
- Strong customer relations skills
- Good interpersonal skills
- Effective team player

Technical:

- Strong grasp of managerial and financial accounting principles
- Proficiency in Word Processing, Spread Sheet applications, Power Point and Database Management
- Sound knowledge in the effective use of the internet and the World Wide Web
- Excellent knowledge of the Ministry's policies and procedures
- General knowledge of the operations of Government rules, regulations and procedures

Minimum Required Qualification and Experience

- Post-graduate Degree in a Business, Economics, Engineering or related field with excellent project management skills (certification would be an asset).
- OR**
- Bachelors' Degree with at least five (5) years of project management experience (certification would be an asset);
 - Demonstrable experience working in the Manufacturing Sector for no less than five (5) years.

Applications accompanied by Résumés should be submitted **no later than Monday, 20th March, 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

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**