



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
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### **CIRCULAR No. 507** **OSC Ref. C. 6555<sup>16</sup>**

5<sup>th</sup> December, 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 be assigned to the post of **Business Facilitation Officer (GMG/SEG 1) – (Vacant)** in the **Industry Division, Ministry of Industry, Investment and Commerce**, salary range \$3,094,839 - 4,162,214 per annum.

#### **Job Purpose**

Under the general supervision of the Director, Industry Division, the incumbent is responsible for assisting with technical aspects of the Ministry's work programme relating to development of the Services Sector (including Financial Services, Information, Communication and Technology Services; Professional Services; Education Services; Health and Wellness Services, as well as Cultural, Entertainment and Sporting Services).

#### **Key Responsibilities**

##### ***Administrative***

- Assists in the preparation of the Division's Strategic Business and Operational Plan;
- Prepares Individual Work Plan.

##### ***Technical/Professional:***

- Conducts research and prepares reports (including the evaluation of economic data) concerning the Services sector;
- Organizes and conducts/facilitates meetings with service sector stakeholders in order to foster and enhance the Ministry's strategic partnerships;
- Prepares Cabinet Notes, Submissions and Ministry Papers;
- Assists in the drafting/review of relevant policy documents;
- Prepares briefs, other special reports, plans, policy documents, strategies, action plans, and other technical documents as required;
- Updates database in relation to concerns brought to the Ministry by service sector stakeholders;
- Conducts/facilitates workshops, seminars, conferences and other relevant fora in respect of issues relating to development of the Services sector;
- Represents the Industry Division/Ministry at meetings, seminars and workshops as required;
- Performs other related duties that may be assigned.

##### ***Human Resource:***

- Participates in performance management appraisal exercise.

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

##### ***Core:***

- Integrity
- Oral & Written Communication Skills
- Presentation Skills
- Leadership Skills
- Teamwork & co-operation
- Goal/Results Oriented
- Customer Service Skills
- Interpersonal & Networking Skills
- Initiative
- Multi-tasking skills

##### ***Technical:***

- Knowledge of relevant legislation relating to the Service Sector (including Custom Duties and the Jamaica Intellectual Property Office Act);
- Knowledge of Research Methodology;

- Good Report Writing Skills;
- Problem Solving and analytical Skills;
- Use of Technology (including applications such as Microsoft Office Suite of products);
- Knowledge of issues affecting the Service sector;
- Knowledge of GOJ's policies/practices relating to the Service Sector;
- Knowledge of the GOJ policy development process.

**Minimum Required Qualification and Experience**

- First degree in Public/ Business Administration, Economics, or related field
- OR**
- Associate Degree in Business Administration along with three (3) years' experience in the public sector

Applications accompanied by résumés should be submitted **no later than Monday, 18<sup>th</sup> December, 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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**