



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 75**

### **OSC Ref. C.6555<sup>16</sup>**

**13<sup>th</sup> February, 2024**

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 **not vacant** post of **Director, Manufacturing & Incentive Monitoring (GMG/SEG 3)** in the **Industry Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$4,594,306 - \$6,178,830 per annum.

### **Job Purpose**

Under the general supervision of the Director, Industry, 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), and the development of emerging Industries. The incumbent is also expected to engage in the evaluation of existing measures including policies/ programmes/ projects with a view to safeguarding key stakeholder interests and improving the business environment that will help to drive development of the Productive Sector, economic diversification, and boost economic growth.

### **Key Responsibilities**

#### ***Management/Administration:***

- Co-ordinates and provides guidance in the preparation of the Division's Strategic Business Operational Plan, and Unit Plan;
- Provides leadership and guidance to direct reports through effective planning, delegation, and communication;
- Staff performance evaluated and assessed.

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

- Leads the development of policies/ programmes relevant to the Productive Sector (including emerging Industries);
- Leads in co-ordinating the preparation of technical documents, providing analysis and advice to internal and external stakeholders;
- 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 (including systems and/ or mechanisms designed to liaise with and support assigned Agencies);
- Leads in the preparation of the Division's Strategic Business Plan and Operational Plan;
- Provides technical inputs in the preparation of Minister's Speeches and other high-level presentations, as is required;
- Provides technical support as needed to the Directors of Manufacturing and Services, Senior Director of Industry Division, Chief Technical Director, and Permanent Secretary;
- Represents the Ministry at meetings, seminars, workshops and other activities as required;
- Performs other related duties that may be assigned.

#### ***Human Resources***

- Monitors and evaluates the performance of Direct Reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary;
- Engages in conflict resolution;
- Participates in the recruitment of staff for the Industry Division as required and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures.

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

### **Core:**

- Integrity
- Good oral and written Communication Skills
- Good presentation skills
- Good leadership skills
- Teamwork & co-operation
- Goal/Results Oriented
- Customer Service Skills
- Interpersonal & Networking Skills
- Initiative

### **Functional/Technical:**

- Knowledge of Trade Agreements relating to the Service Sector
- Knowledge of Research Methodology
- Report Writing Skills
- Problem Solving and analytical Skills
- Use of Technology
- Knowledge of issues affecting the Service Sector
- Knowledge of Trade Agreements relating to the Manufacturing/ Trade in Goods
- Knowledge of issues affecting the Manufacturing sector
- Knowledge of GOJ's policies relating to the productive sector
- Knowledge of the GOJ Policy Development process

## **Minimum Required Qualification and Experience**

- First degree in Economics, Business Administration/Management or in a related field
- At least two (2) years' experience in a middle management position
- Demonstrable experience in policy development

## **Special Condition Associated with the Job**

- Occasional need to travel on Government Business/Workshops (local and overseas)
- Ability to work within tight deadlines while maintaining high standards of work

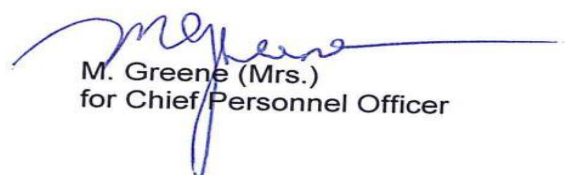
Applications accompanied by résumés should be submitted **no later than Thursday, 22<sup>nd</sup> February, 2024 to:**

**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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer