



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 213** **OSC Ref. C.6555<sup>18</sup>**

17<sup>th</sup> June, 2025

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 **Director, Commerce (GMG/SEG 4)** in the **Commerce Division, Ministry of Industry, Investment and Commerce**, salary range \$6,333,301 - 8,517,586 per annum.

#### **Job Purpose**

Under the general direction of the Chief Technical Director, the Director, Commerce is responsible for designing, recommending and implementing policies, strategies, legislation and programmes that will ensure a stable, competitive and transparent commercial environment which balances the interests of domestic and regional producers, importers, retailers and consumers.

The incumbent will also ensure that policy objectives of the Government of Jamaica are realized through effective co-ordination of the Commerce portfolio of the Ministry.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Supervises activities related to the Commerce Division, related projects and programmes within the Ministry;
- Verifies that the Division's Work Programmes and Operational Plan are based on technically sound objectives and are consistent with the priority of economic development;
- Reviews the Corporate and Operational Plans of the Commerce assigned Agencies, and provides recommendations to the Permanent Secretary to ensure alignment with the Ministry's and overall Government of Jamaica's (GoJ) objectives;
- Sits on the Board of Directors of Commerce assigned Agencies and provides liaison between the Ministry and its Agencies;
- Submits projects and Operation Plans for consideration;
- Prepares the Divisional Plans and contributes to the Ministry's Strategic Business Plans;
- Prepares the Annual Divisional Budget;
- Prepares Status and Situational Reports;
- Monitors the Division's contribution to the Ministry's Legislation Programme;
- Represents the Division and Ministry at meetings on administrative matters;
- Manages and monitors the timely updating of the Divisional Procedural Manual;
- Manages the preparation of Commerce related collateral material;
- Contributes to decision making processes in the Ministry as a member of the Senior Management Team, to shape the strategic and operational direction of the Ministry;
- Liaises with the Directors and staff in stakeholder Ministries, Agencies and Departments regarding programmes, legislation and other issues related to subject areas;
- Keeps abreast of trends and changes in the market, to ensure proper planning and policy development;
- Makes recommendations for adjustment, where necessary, in the Ministry's policy framework;
- Gives lectures, speeches and presentations on Commerce related areas, as required;
- Represents the Minister and/or Permanent Secretary, as directed.

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

- Spearheads the formulation of an appropriate Commercial Policy and Procedural Framework, working closely with the Agencies assigned to the Commercial Portfolio;
- Designs the Terms of Reference and documents related to special projects, technical assistance and short-term consultants;
- Provides oversight responsibility for domestic and regional policy issues, projects, programmes, Legislation and Agencies, that impact on Commercial Regulation which fall within the Ministry's Portfolio;
- Balances the interests of domestic producers, importers, retailers and consumers within national laws, as well as Regional and Multilateral Trade rules;

- Manages the following key policy areas:
  - ✓ Business and trade facilitation
  - ✓ Company and business registration
  - ✓ Standards development and regulation
  - ✓ Consumer protection
  - ✓ Application of provisions under the CARICOM Revised Treaty that govern trade
  - ✓ Motor Vehicle Import Policy
  - ✓ Management and monitoring the supply of selected commodities
  - ✓ Import and export licencing
  - ✓ Regulation of fair trade on the domestic market
  - ✓ WTO compatible trade remedies in the event of unfair or injurious levels of imports;
- Supervises consultants appointed under special projects and /or programmes;
- Identifies indicators to measure the impact of Commerce related policies and proposes adjustments, based on evaluation outcomes;
- Co-ordinates consultations with Sector interests and ensures that the necessary decisions and policy recommendations are facilitated;
- Researches and prepares technical position papers in the areas assigned to the Commerce Portfolio;
- Provides technical contributions for the preparation of speeches, media release and other documents as required;
- Prepares Cabinet Submissions, Notes, Ministry Papers, Green Papers, etc. on policy issues;
- Monitors and makes recommendation on draft legislation;
- Conducts and incorporates market forecasts in the planning process;
- Prepares Negotiating Briefs for agenda items falling under portfolio areas on the CARICOM Council for Trade and Economic Development (COTED), and represents the Ministry on the GoJ Delegation, as required;
- Devises strategies to handle trade problems within CARICOM Member States, working closely with the Ministry of Foreign Affairs and Foreign Trade;
- Interfaces with local and overseas institutions with regard to Commerce related initiative and issues;
- Monitors developments in all Bilateral and Multilateral Trade Agreements that have impact on the Ministry's Commerce Portfolio;
- Represents the Ministry at National, Bilateral, Regional and Multilateral Meetings dealing with Commerce related issues;
- Negotiates Partnership Agreements with Private and Public Sector bodies regarding Commerce related programmes and initiatives;
- Manages relationships with key stakeholders in managing policy interventions.

#### ***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 attain established personal and organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with the established Human Resource policies and procedures;
- Develops and implements, in collaboration with the Human Resource Department, a Training and Succession Planning Programme for the Division, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to Direct Reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Division 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 Ministry's goal;
- Represents the staff at Senior Management and other Meetings, and ensures effective communication of information on their behalf;
- Performs any other related duties and responsibilities, as may be determined by the CTD/Permanent Secretary from time to time.

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

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

- Excellent oral and written communication skills
- Excellent leadership skills
- Excellent planning and organizing skills
- Strategic Vision
- Excellent people management skills

- Integrity
- Goal/results oriented
- Customer and quality focus
- Good interpersonal and networking skills
- Ability to use own initiative
- Good time management skills
- Good problem-solving and decision-making skills
- Use of technology
- Managing the client interface
- Managing external relationships
- Teamwork and co-operation
- Managing partners
- Change management
- Adaptability
- Presentation skills
- Analytical thinking skills

***Technical:***

- Knowledge of the operations of Government and specific regional and international organizations
- Knowledge of the structure and function of the import/export market place
- Knowledge of international trade and the commercial environment
- Excellent knowledge of the Ministry's policies and procedures
- Knowledge of Programme Budgeting and Financial Management
- Knowledge of trade and economic policies of Jamaica/CARICOM countries
- Knowledge of pricing and supplies mechanisms and related legislations
- Knowledge of Customs Act and regulations
- Knowledge of the duty structure
- Knowledge of safeguards and antidumping measures
- Knowledge of statistics tools
- Knowledge of Research Methodologies
- Negotiation skills

**Minimum Required Qualification and Experience**

- First Degree in Public Administration, International Trade, Business Administration or other related fields;
- Post-graduate Degree in relevant field would be an asset;
- Ten (10) years' experience in related field at a senior management level;
- Experience and training in Project Management would be an asset.

**Special Condition Associated with the Job**

- Occasional local and overseas travel.

Applications accompanied by résumés should be submitted **no later than Monday, 30<sup>th</sup> June, 2025 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**