



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the following position in the Investment Branch:-

1. Business Facilitation Manager (GMG/SEG 3) – Vacant

Salary range \$2,246,451 to \$2,670,325 per annum and any allowance(s) attached to the post.

Job Purpose:

Under the supervision of the Director of the Investment Branch of the Ministry, the Business Facilitation Manager is charged with assisting with the implementation and monitoring and evaluation of investment and business development policies, programmes and projects deemed as critical to the Ministry and political directorate.

Management/Administrative Responsibilities

- Supports the design, implementation, monitoring and evaluation of investment and business development policies, programmes and projects;
- Assists with the design of the Investment Branch's operational plan and budget;
- Provides administrative/technical support to the Investment Branch Director;
- Prepares monthly status reports as required by the Investment Branch;
- Develops performance criteria for the assessment of investment programmes or/and projects.

Technical/Professional Responsibilities

- Undertakes the necessary economic research and analysis in order to inform policy advice;
- Identifies issues that act as constraints to investment, and formulates proposals/corrective measures as required;
- Coordinates meetings with private and public sector stakeholders as necessary to assess the effectiveness of policies, programmes and projects;
- Represents the Investment Branch on committees as required, and prepares reports for distribution to the Branch Director, Permanent Secretary and political directorate;
- Evaluates the performance of agencies under the purview of the Investment Branch and ensures that the requisite submissions (annual reports, budgets) are made on a timely basis;
- Ensures programmes and projects carried out by the agencies under the purview of the Investment Branch are in alignment with the government's policy directives, and that they are being effectively implemented;
- Liaises with the relevant Ministries, Department and Agencies in order to ensure that all required approvals are obtained in a timely manner;
- Prepares cabinet submissions and position papers as required;

- Collaborates with the relevant Ministries, Departments and Agencies to develop investment projects and opportunities;

Human Resource Responsibilities

- Participates in the development of staff training programmes;
- Communicates information on the Investment Branch's work to colleagues and staff within the Ministry;
- Adheres to relevant policies and guidelines.

Required Competencies

- Data collection and analysis skills
- Excellent knowledge of Acts and Government policies that directly influence investment and business development
- Excellent knowledge of bilateral, regional, and multilateral trade and investment agreements
- Excellent knowledge of risk management
- Excellent oral and written communication skills
- Excellent analytic and report Writing skills
- Excellent leadership skills
- Management and supervisory skills
- Ability to use the required software to effectively perform the required activities
- Strong follow up and coordinating skills

Minimum Required Education and Experience

- Bachelors of Science degree in Social Science, Economics, Management Studies or any other relevant area.
- At least five (5) years' experience in a middle management post

Please note that only shortlisted applicants will be contacted.

All applications along with resumes should be submitted on or before **March 4, 2019** to

**Senior Director, Human Resource Management & Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

or

human.resources@megjc.gov.jm

Subject: Business Facilitation Manager (GMG/SEG 3)