

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 78**  
**OSC Ref. C.5850<sup>11</sup>**

5<sup>th</sup> March, 2019

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 **Business Facilitation Manager (GMG/SEG 3) - (vacant)** in the **Investment Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,246,451 - \$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.

**Key Responsibilities**

***Management/Administrative:***

- 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:***

- 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;
- Co-ordinates 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:***

- 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 Knowledge, Skills and 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 analytical and Report Writing skills
- Excellent leadership skills
- Excellent management and supervisory skills
- Ability to use the required software to effectively perform the required activities
- Strong follow up and coordinating skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Social Science, Economics, Management Studies or any other relevant area;
- Five (5) years' experience in a middle management post

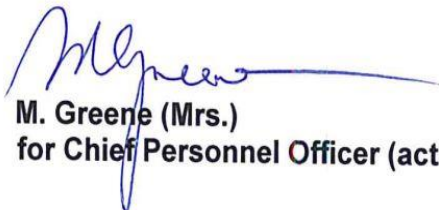
Applications accompanied by résumés should be submitted **no later than Monday, 18<sup>th</sup> March, 2019 to:**

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

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.gov.jm)

Please note that only short listed 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 (acting)**