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21st February, 2018

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 **Deputy Trade Administrator (GMG/SEG 4)** in the **Trade Board Limited**, salary range \$2,593,142 – \$3,082,431 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will be responsible for:

- Deputizing for the Trade Administrator/CEO in his/her absence;
- Administering the system and processes of granting import and export licences and certifying exports under the various trade agreements/schemes with transparency and integrity in an efficient and effective manner;
- Administering the overall process for motor vehicle importation in keeping with the Motor Vehicle Import Policy (Ministry Paper 36/14);
- Administering the system and processes for firearm/ammunition import licensing in keeping with the 2015 Standard Operating Procedures and the Arms Trade Treaty;
- Providing oversight/administrative coordination to the Trade Information Portal as part of Government's overarching business reform agenda;
- Providing the necessary support for the efficient and effective operations of the Trade Board involving interaction with external stakeholders;
- Administering the Trade Board's import regimes for refined sugar and milk powder;
- Administering the system and processes for scrap metal exports, in keeping with the Trade (Scrap Metal) 2013 regulations.

Key Responsibilities

- Ensures that all systems and procedures are carried out and administered in accordance with Government policies;
- Leads in the maintenance of a procedural framework that ensures speedy and efficient processing of import/export licence applications;
- Maintains documented procedures for accepting and processing such applications;
- Makes optimal use of the Trade Board's electronic data processing capability to process and store data associated with the import/export licensing activities;
- Maintains and enhances, in collaboration with the Chief Information Officer, an appropriate system and environment for on-line processing of applications for import/export licensing;
- Maintains appropriate data and information links with other Public Sector Agencies to access information that will assist the processing and decision-making activities of the Unit;
- Provides oversight in the issuance of Certificates of Origin for Jamaican products for exports, in accordance with the terms of various preferential trade agreements;
- Provides oversight in analysis of manufactured products to ascertain/verify their eligibility for export under the various Trade Schemes/Agreements;
- Advises exporters of their eligibility under the various Trade Agreements
- Authenticates Certificates of Origin for eligible products under different trade schemes, preparing Letters of Origin where no trade agreements exist;
- Provides status report on compliance with above agreements;
- Keeps abreast of any changes to any agreement and advise the Trade Administrator/CEO and manufacturers/exporters, of such changes;

- Manages the verification processes of importers of milk powder and refined sugar, in consultation with the Customs Department, the Dairy Development Board (in the case of milk powder) and Customs Department (in the case of refined sugar). This monitoring role involves pre-entry and post-entry (audit) checks as well as the certifying of importers as authentic to qualify for specified lower tariffs or to ensure conformity with safety standards;
- Supports the work of the Monitoring Committee for the milk powder regime in its role in reviewing and accepting applications for registration and for import quantities required;
- Supports the work of the Refined Sugar Committee established to review the approval of licences to import refined sugar;
- Oversees the registration of all manufacturers/distributors/traders under both the refined sugar and milk powder regimes;
- Liaises with the relevant agencies and associations on Trade Agreements, Import Licensing, Export Licensing and Certification, Milk Powder and Sugar Regimes, and address client/customer concerns;
- Oversees the process for motor vehicle dealership certification for new and used motor vehicle dealers and auto brokers;
- Oversees the firearms/ammunition licensing regime;
- Manage the scrap metal licensing regime for the processing of export licensing (for itinerant dealers, carriers and exporters);
- Plays a key role in implementing ISO 9001: 2015 Quality Management Systems for continuous improvement in processes/procedures;
- Plays a key role in rolling out and coordinating the implementation of the Motor Vehicle Preshipment Inspection Programme.

Other Responsibilities:

- Frequently monitors the actual operations of the Unit to ensure that activities/performance are, at minimum, meeting the expected performance standards;
- Ensures that a records management system is in place to provide for safe and ready filing, storage and retrieval of all documents and information relating to the operations of the Unit;
- Promotes effective operations of the Unit by encouraging performance-based management;
- Develops Strategic and Operational Plans and Budgets for the efficient and effective functioning of the Unit;
- Contributes to the overall management of the Trade Board Limited by active participation in Corporate Planning processes and supporting and promoting the vision of the Board of Directors;
- Be responsible for the human resource management activities of the staff in the Resource Centre including staff appraisal and staff training/development in accordance with the Board's HRM policies and practices.
- Prepares monthly and other periodic reports on the operations of the Unit using a structure and format approved by the Trade Administrator/CEO;
- Maintains a management information system within the Unit to provide ready access to meaningful operational data and statistical information on the operations of the Unit;
- Participates in the Trade Board's Management meetings;
- Keeps current and maintain personal development in the field and disciplines of trade policy administration particularly as it relates to Certification and E-commerce by, *inter alia*, attending seminars and workshops.

Required knowledge, Skills and Competencies

- Strong leadership capabilities
- Excellent oral and written communication skills
- Excellent customer relations skills
- Strong organizational and managerial skills
- Good problem-solving skills
- Use of the Internet to access data and information
- Significant exposure to the analysis and development of systems and procedures
- Appreciation of importance of audit principles and practices
- Working knowledge and skills in the use of computer and applications for analytical and reporting roles
- Good working familiarity with Work Flow and Statistical Analyses
- Knowledgeable in Trade Policy administration, Trading Mechanisms, Trade Agreements, Rules of Origin
- Knowledgeable in Trade Act (1955), Motor Vehicle Import Policy (Ministry Paper 36/14), Motor Vehicle Dealer Certification, Scrap Metal Regulations and Firearms Licensing Regime and programmes

Minimum Required Qualification and Experience

- Master's Degree in Economics, Business Administration, International Trade, Public Administration or related discipline;
- Bachelor's Degree in any of the above;
- Relevant education and work experience;
- A minimum of eight (8) years' work experience at a senior management level, preferably Public Sector operations.

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th March, 2018 to:**

**Human Resource and Administration Manager
Trade Board Limited
10th Floor, Air Jamaica Building
72 Harbour Street
Kingston**

Email: hr@tradeboard.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. Martinez (Mrs.)
for Chief Personnel Officer (acting)