Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 210
OSC Ref. C. 6276[15]

9th November, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill the **vacant** post in the **Anti-Dumping and Subsidies Commission**, as detailed in the attached Vacancy Notice.

Signed applications accompanied by résumés should be submitted **no later than Monday, 23rd November, 2026 to:**

The General Manager
The Anti-Dumping and Subsidies Commission
2nd Floor, Jampro Trade and Invest Building, 18 Trafalgar Road,
Kingston 10

Email: recruitment@jadsc.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

Ministry of Industry Investment & Commerce
Jamaica's Business Ministry

THE ANTI-DUMPING AND SUBSIDIES COMMISSION

THE ANTI-DUMPING AND SUBSIDIES COMMISSION

Jamaica's Trade Remedy Investigating Authority, an agency within the Business Ministry and the International Trade framework of the Government of Jamaica, invites applications for the vacant post of:

CORPORATE PLANNER

Salary $5,198,035 – $6,990,779

Under the direction of the General Manager, the Corporate Planner will lead the Agency's strategic planning and reporting functions, ensuring the effective development, implementation, and monitoring of plans that support the Agency's mission and align with the Government's overall policy direction. The Corporate Planner will provide oversight and technical guidance in the planning, monitoring, and execution of strategic initiatives, as well as the preparation of corporate reports, thereby supporting the Commission in effectively fulfilling its mandate.

KEY RESPONSIBILITIES:

- Leads the coordination and preparation of Corporate, Strategic and Operational Plans, ensuring consistency with Agency's mandate and the Government's strategic policy directives, standards and reporting requirements.
- Prepares periodic performance reports including the Commission's Annual Reports.
- Offers technical expertise on key performance measures, corporate planning and reporting standards and practices.
- Develops and maintains policies and procedures guiding strategic planning and reporting functions.
- Monitors and evaluates organisational results and the effectiveness of internal operational processes; identifies performance gaps and recommends corrective actions.
- Creates or adapts the planning framework to ensure consistency and integration with other key management processes and operational workflows.
- Forecasts and analyses external variables of strategic importance and integrates these into planning, monitoring and evaluation process.
- Keeps abreast of trends and changes in the external environment and makes recommendations for their adoption to enhance organisational outcomes.
- Represents the Commission at local and international meetings and conferences, where required.
- Ensures effective collaboration with ministries, departments and agencies to facilitate the planning and reporting work of the Commission.

COMPETENCIES, SKILLS AND QUALIFICATIONS PROFILE:

The ideal candidate should be a diligent, tech-savvy, highly committed and results-oriented team player with sound working knowledge of relevant legislation, policy frameworks, and Government of Jamaica planning and reporting standards.

Eligible candidates should possess the following qualifications, skills and experience:

- Master's Degree in Public Administration, Public Sector Management, Business Administration, or Bachelor's Degree with comparable qualifications from a reputable institution;
- At least three (3) years' employment in Corporate Planning and Reporting or a similar position;
- Excellent business planning, research, analytical, problem-solving and up-to-date computer applications skills;
- Excellent oral and written communication skills to prepare evidence-based reports and deliver presentations tailored to different audiences;
- Demonstrated ability to manage strategically and deliver through and with a team within stipulated deadlines.
- Ability to work collaboratively to foster positive relationships and achieve organizational objectives.

Please email cover letter and resume to recruitment@jadsc.gov.jm by November 23, 2026 with **"Corporate Planner"** in the subject line to:

THE GENERAL MANAGER
THE ANTI-DUMPING AND SUBSIDIES COMMISSION
2nd Floor, Jampro Trade and Invest Building, 18 Trafalgar Road, Kingston 10
Email: recruitment@jadsc.gov.jm **Visit our website**: www.jadsc.gov.jm
@antidump_traderemedies Anti-dumping and Subsidies Commission
Anti-Dumping and Subsidies Commission

We thank you for your applications; however, only shortlisted applicants will be contacted.

To access full job description please visit our website at www.jadsc.gov.jm