



JAMPRO
TRADE & INVESTMENT JAMAICA

CAREER OPPORTUNITY

Advocacy Officer

Job Scope

To continually monitor and evaluate the implementation of Government's policies for the promotion and development of investment and export trade in target areas, and advocate policy changes that best support sustainable investment and export trade development, as directed by the Manager, Policy and Business Advocacy.

Key Responsibilities

The incumbent is expected to perform duties as necessary to effectively carry out their role. These include but are not limited to the following:

- Conduct policy related research in support of the target sectors and corporate initiatives
- Draft policy documents or technical briefs as requested
- Take necessary action to resolve or escalate business related issues identified by JAMPRO projects
- Support the implementation of JAMPRO led projects, strategies, policies and initiatives
- Liaise with key government and private sector bodies in an effort to advance an expedited business approvals process
- Submit policy recommendations for consideration to the Manager, Policy & Business Advocacy Department.
- Monitor developments regarding international trade, as well as national, regional and/or international investment trends
- Liaise with Ministries, Departments & Agencies (MDAs) in an effort to resolve bottlenecks impacting the Corporation's clients and priority sector development
- Provide updates to client account managers on the progress of resolving issues identified by clients
- Support the other departments within JAMPRO in undertaking strategic projects/initiatives by providing policy guidance, as directed by the Manager, Policy & Business Advocacy
- Participate in events and other fora, as directed by Manager, Policy & Business Advocacy Department
- Such other duties and responsibilities, appropriate to this post, as may be required by JAMPRO from time to time.

Qualifications, Experience and Key Competencies

- First Degree in Economics, International Relations or any other related discipline,
- Knowledge of International Law or International Relations
- Three (3) years' related experience
- Excellent research and presentation skills
- Excellent descriptive, persuasive and report writing skills
- Competent public speaking skills
- Ability to develop and maintain excellent rapport with team members and clients
- Sound and logical approach to problem solving and task analysis
- Ability to work on own initiative and manage time effectively
- Excellent customer service and client relations skills
- Working knowledge of the Microsoft suite of programmes and other relevant computer applications

**Qualified applicants are invited to submit letter and résumé by
September 11, 2022 addressed to:
Manager, Human Resources
JAMPRO Email: vacancies@jamprocorp.com**