



CAREER OPPORTUNITY

Manager - President Technical Support Unit

JOB PROFILE

To ensure efficient operation of the Corporation by providing strategic support and advice to the President in the management of high-level/priority projects and initiatives, key processes and relationships, both internally and externally, as well as being the designated liaison for Ministerial engagements and key associations joined by JAMPRO.

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:

- Manage and coordinate all Executive and Corporate Management meetings to ensure all matters are discussed and actions recorded and executed efficiently
- Develop and generally manage all matters relating to the President, including all documentation, correspondence, logistics and research
- Manage all formal interactions between the Ministries and JAMPRO, including the portfolio Ministry
- Manage the development and coordination of the Corporation's strategic projects and activities, as directed by the President, being executed both locally and internationally
- Develop and manage the implementation of the President's Communication and Stakeholder Strategies
- Recommend and ensure implementation of appropriate strategies to resolve the bottlenecks being faced by clients, especially major export and investment projects requiring intervention at the Ministerial and/or Prime Ministerial level
- Interface with high-level personnel at key investment/development agencies and Ministries in the removal of bottlenecks, and the expedition of matters affecting clients
- Follow-up on export and investment project matters as well as monitor and maintain a database on the status of major projects and initiatives, including corporate signature projects
- Manage interface between the organization and the portfolio Minister's Office, including:
 - o Development of briefs and reports as requested by the Minister or in preparation for specific activities/meetings
 - o Ensure follow-up on assigned actions by both JAMPRO and the Ministry
 - o Action Ministerial directives
- Manage the update of procedural guidelines and policies to reflect the realities of the organization and decisions taken by the Board, Executive or Corporate Management teams.
- Lead, or if appropriate, guide and oversee, the development, submission, and intermittent review of all Corporate policies and procedures, by the Executives (or the Board), for the streamlining of business procedures within the organization to increase organization efficiencies;
- Identify and articulate opportunities for increased efficiency across the organization
- Represent the President at meetings or other fora as required.
- Develop and execute activities towards the enhancement of stakeholder relationships with the President
- Monitor the implementation of the corporate stakeholder strategy and provide requested reports to the President
- Develop annual operational plans, budgets, work programmes and reports for the President's Technical Support Office (including the President) and ensure the implementation of activities as outlined therein
- In discussion with the President, draft the Divisional Strategic Plan for the President's Division, for review and approval of the President
- Develop and analyze internal and external reports as well as undertake research i to:
 - o Provide technical advice to the President on the various issues identified
 - o Develop comprehensive reports to the Board/Ministry on the status of activities and initiatives being implemented and facilitated by the organization as necessary
- Develop and manage the implementation of activities outlined in the President's Communications Strategy, and report on outcomes as necessary
- Prepare speaking notes, presentations, technical briefs, research reports and other support documentation as required by the President for speaking engagements and consultations
- Develop or manage the development of concept notes, tender dossiers and other technical related documents for projects related to the operation of the President's Office
- Monitor of departmental key performance indicators (KPIs) as agreed and sign-off on for each financial year
- Coordinate the planning process within the President's Division, and give oversight to the implementation of the Divisional Strategic Plan; and Maintain the interface among all Divisions.
- Manage the budget of the President's Office
- Coordinate general support to the Office of the President by providing additional supervisory support to the Executive Assistant to the President
- Undertake human resource management activities in relation to direct reports, including but not limited to interviewing and selection, performance management and evaluation, training, coaching, disciplining and approval of leave in accordance with approved policies and procedures
- Perform other related functions as assigned by the President

QUALIFICATIONS, EXPERIENCE AND KEY COMPETENCIES

- Master's degree in economics, Marketing, International Law, International Relations or equivalent qualification/training.
- Training and experience in market research and analysis.
- Three to Four (3-4) years' related experience at a managerial level.
- Project management training and experience
- Excellent oral and written communication skills
- Superior research and analytical skills with sound knowledge of statistical software packages, e.g. SPSS, GAUSS, e-views, etc.
- Exceptional client relationship and networking skills
- Leadership and teambuilding skills
- Sound understanding of trade agreements and the dynamics of local and overseas markets
- Knowledge of the Jamaican economy

**Qualified applicants are invited to submit letter and résumé by May 31, 2024
addressed to:**

**Manager, Human Resources
JAMPRO Email: vacancies@jamprocorp.com**