



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

Position

Manager Research & Opportunity Packaging

Job Scope

To plan, direct and oversee the research and opportunity packaging portfolio of the organisation to create an enabling business environment to support robust economic growth and development.

Key Responsibilities

The incumbent is expected to perform a range of duties to effectively support the Marketing & Opportunity Packaging Division and the wider organisation. These include, but are not limited to the following:

- Plan and organise operational activities for the Department in line with overall objectives of the Marketing & Opportunity Packaging Division.
- Conduct research to facilitate the packaging of export and investment opportunities for local and overseas investors.
- Development and finalisation of packaged investment and export opportunities for both local and overseas investors and exporters
- Conduct research on export and investment opportunities to facilitate the negotiation of trade agreements.
- Undertake research activities for market specific intelligence to support the lead generation and conversion process.
- Manage the preparation of research papers, country profiles, product profiles, market surveys, and market studies to inform export and investment decisions.
- Undertake periodic review of Jamaica's export statistics in terms of quality, value and direction of export.
- Assist with the development of appropriate indices and tools for the measurement and monitoring of local and foreign direct investments.
- Manage the collection, organisation and implementation of a research information database.
- Assist in the preparation of the Division's corporate and operational plans and budget.
- Prepare reports on JAMPRO's and Jamaica's export and investment performance with emphasis on niche markets.
- Prepare monthly, quarterly and annual reports as required for Board Meetings, Management Meetings, the Vice President, and for other stakeholders as required.
- Provide technical input as required for speeches and PowerPoint presentations for the Vice President and President.
- Represent JAMPRO at national and international forums.



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- 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 Vice 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 27, 2024 addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@jamprocorp.com