



JAMPRO
EXPORT AND INVESTMENT JAMAICA

CAREER OPPORTUNITY

Position

Officer, Policy & Business Reform

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 Reform.

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 other related initiatives.
- Draft policy documents, Cabinet documents and technical briefs as requested.
- Take necessary action to resolve or escalate business related issues identified by JAMPRO projects.
- Liaise with key Ministries, Departments & Agencies (MDAs) as well as private sector bodies in an effort to advance an expedited business approvals process and resolve bottlenecks impacting the Corporation's clients.
- Submit policy recommendations for consideration of the Manager, Policy & Business Reform Department.
- Monitor developments and trends in international and regional trade and investment.
- 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 Reform.
- Participate in internal and external meeting, events and other fora, as directed by Manager, Policy and Business Reform 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, Public Policy or any other related discipline,
- Knowledge of International Law or International Relations or Public Policy
- Three (3) years' related experience
- Knowledge of policy development, analysis, monitoring, and implementation.
- Excellent research and presentation skills



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- 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
- Self-motivated, initiative-driven, organized and able to manage multiple tasks independently and in a timely manner.
- Ability to work under pressure
- Excellent customer service and client relations skills
- Working knowledge of the Microsoft suite of programmes and other relevant computer applications
- Confidentiality, integrity and professionalism in the execution of duties and conduct

Qualified applicants are invited to submit letter and résumé by December 8, 2024 addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@jamprocorp.com