



# CAREER OPPORTUNITY

## Position

Senior Export & Investment Officer, New Market Development

## Job Scope

The Senior Export & Investment Officer is charged with the responsibility to identify and promote investment and export opportunities for Jamaica in Latin America and Caribbean markets through the establishment of linkages with relevant stakeholders, including associations, buyers, distributors, and government agencies working in collaboration with the Manager of New Market Development.

## Key Responsibilities

The incumbent is expected to perform a range of duties to effectively support the New Markets Development Office. These include but are not limited to the following:

- Conduct research to inform development of a comprehensive strategic plan for marketing Jamaica as an attractive destination for investment and export
- Design, coordinate and participate in projects to identify potential investment opportunities and match them with suitable investors in target markets
- Create and implement sales campaigns for targeted investors
- Coordinate activities for Economic Diplomacy Program, including but not limited to dissemination of presentations, news updates and scheduling of webinars
- Execute on-the-ground logistics, marketing and other support for exporter and investment missions to Jamaica and outward missions to the assigned region
- Monitor market conditions and regulatory framework in Latin America and the Caribbean and provide continuous reporting to Head Office
- Identify and refer project related advocacy concerns, where indicated by specific portfolio investment projects to the relevant department in JAMPRO
- Manage accounts for medium-scale investors in designated sectors
- Monitor department activities and performance and report to Manager and Division VP on an on-going basis
- Develop and maintain effective client relationships with project principals across the corporate investment portfolio locally and internationally
- Implement programmes, seminars, trade fairs/shows to establish Jamaican products and services across the Latin American and Caribbean region
- Identify markets/opportunities for Jamaican exports and investment in Jamaica
- Directly target potential investors to attract investments in Jamaica
- Keep abreast of developments in local and international markets to guide the development of new sector services
- Coordinate with appropriate divisions/ departments to secure information, data, and requisite support to develop prospects
- Offer pre-investment services to facilitate and expedite the establishment of new business or the expansion of existing ones in Jamaica



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- Work closely with the Manager and the other divisions/departments in JAMPRO to align and coordinate major promotional activities for Brand Jamaica
- Keep accurate records and report progress of prospect development efforts
- Provide investors/clients and prospective investors/clients with information on potential joint venture partnerships
- Keep abreast of economic activities for countries in the region and keep Manager updated on any unusual developments that may impact Jamaica's investments or exports
- Prepare monthly status report as required for submission to Board, President, Vice President and other stakeholders
- Represent JAMPRO at national and international fora
- Perform other related functions as assigned by the Manager- New Market Development

### **Qualifications, Experience and Key Competencies**

- Master's Degree in Marketing, Management Studies, Economics or equivalent qualification/training
- Training and experience in project management and analysis
- Lead generation experience
- Three (3) years' related experience at a middle management level with research and brand management experience
- Sales & Marketing expertise
- Exceptional client relationship, customer service and networking skills
- Strong engagement and negotiation skills
- Excellent oral and written communication skills
- Fluency in Spanish or other major second language would be an asset
- Ability to critically evaluate information
- Good time management skills
- Ability to undertake independent research
- Sound and logical approach to problem solving and task analysis
- Good knowledge of relevant computer applications
- In-depth knowledge of international trade requirements
- Knowledge of the Jamaican economy

**Qualified applicants are invited to submit letter and résumé by February 8, 2026 addressed to:**

**Manager, Human Resources**

**JAMPRO Email: [vacancies@dobusinessjamaica.com](mailto:vacancies@dobusinessjamaica.com)**