



We invite all suitably qualified candidates to apply for the post of **Manager, Investment Promotions and Communication SEG 3 (\$5,198,035- \$6,990,779) per annum.**

Job Purpose

- To provide strategic and operational leadership in investor relations and facilitation in partnership with local and international stakeholders.
- To develop and implement strategies to target investment by sensitizing and promoting Special Economic Zones (SEZs) to the local and international markets.

Strategic Focus

- To ensure the development and execution of effective Promotional Strategies for the programs managed by the Agency.
- To develop and lead a strong and capable Corporate Communications and Customer Service Unit

Qualifications & Experience

- Undergraduate degree in Marketing, Management Studies, Economics, or equivalent qualification/training and/or extensive experience in the related field,
- Training and experience in logistics, investment facilitation, marketing, customer service and research analysis,
- At least 10 years of progressive experience
- Demonstrated experience in developing and managing effective teams
- Experience working with international logistics agencies, or other reputed international development organizations will be a plus
- Experience in planning, organizing, and managing projects to deliver desired outcomes.

Job Specific Skills

- Possess a high degree of integrity and confidentiality.
- Computer literacy and skill in the use of typical office related application

Job duties and Responsibilities

1. To ensure the development and execution of effective Promotional Strategies for the programs managed by the Agency.

- Thorough analysis of the market sectors
- Work closely with Economic Regulatory and Policy Unit's research and development to keep abreast of developments in local and foreign markets to guide the development of new sector services,
- Identify through research and analysis; competitive intelligence, suitable investors, market opportunities, relevant clusters, strategies, and emerging sectors to generate leads and attract investments,
- Assist with the development and implementation of the investment promotion and Stakeholder engagement dimension of JSEZA's Strategic and Annual Operating Plans and Budgets
- Develop proposals for annual Investment Promotional strategies, tactics and Liaise with Chief Operating Officer, CEO, Board of Directors (BOD) of the Authority, Ministers of Government, JAMPRO, Membership Services organizations, key clients, and other stakeholders to agree public relations and communication strategies to key sectors,
- Manage relationships and monitor the performance under SLAs established with GOJ Foreign Affairs and Investment Promotion Agencies
- Ensure implementation strategic promotional interventions to capitalize on opportunities,
- Direct and coordinate the planning of professional investor-oriented publicity activities, to establish and promote the Jamaica Logistics Hub Initiative and SEZs,
- Organize and/or represent the Authority in national and international JSEZA stakeholder engagement, investment promotion conferences, inward and outward missions and workshops etc.,
- Plans, organizes, controls, integrates, and evaluates the work of internal staff, consultants and contractors assigned as business unit staff.
- Develops, implements, and monitors Units project plans and budgets to achieve planned goals and performance standards and criteria.
- To the agreed schedule, reports on performance against the plans and budgets and suggests plan revisions based on performance to date

2. *Develops and leads a strong and capable Promotions & Corporate Communications Department*

- Cascades accountability for achievement of the Units Tasks and Targets to direct reports
- Leads and works with staff of the function, to develop and retain a high performance, service-oriented work environment that supports the Authority's Mission, Vision, Core Values and Strategy, including established service expectations.
- Monitors and manages the performance of Direct reports and the unit as a whole, assesses the performance of direct reports and their achievement of agreed developmental targets and signs off on performance assessment and career progression plans
- Performs own performance self-assessment and agrees performance assessment with Director, Investment & Promotions & Communication.

3. *Demonstrate Leadership and Commitment to the Quality Management Systems Policy*

- Oversee implementation of improvements and updates of the Quality Management System Policy.
- Assist in promoting customer focus throughout the organization in alignment with the Authority's Quality Management System Policy.
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