



We invite all suitably qualified candidates to apply for the post of **Standards & Compliance Auditor GMG/SEG 2**

Salary Range: \$4,266,270- \$5,737,658 per annum

Job Purpose

- Under general direction of the role reviews data and documents related to the movement of goods to/from SEZs are compliant with the rules and procedures related to the SEZ and Customs Act, other domestic and international laws and regulations are upheld in all shipping activities.
- The incumbent also ensures that SEZ Developers, Operators and Occupants are compliant with JSEZA regulations, general security standard operating procedures.

Strategic Objectives:

1. To conduct quality transparent due diligence on applicants as assigned
2. To conduct quality confidentiality background checks for staff and as assigned
3. To promote and culturalized a high-level professionalism, ethics, integrity, confidentiality with transparency in the CAS Unit and JSEZA.

Qualifications & Experience

- Undergraduate Degree in Law Enforcement, Security Management, or equivalent qualification from a recognized institution,
- Knowledge of Customs procedures and Experience working in a Customs related environment, international logistics service provider, or other reputed international development organizations will be a plus,
- At least Five (5) years progressive experience in quality management,
- Certification or experience in operations involving international security defence systems
- Certification and or experience in administration/operations evaluation & assessment and or internal audits.
- Knowledge of SEZ Act and Regulations,

Specific Knowledge and Skills

- Ability to work and communicate with all levels
- High level professionalism, courtesy, discipline, and forthrightness
- Ability to use Microsoft Office Suite including Visio, Word, Excel, PowerPoint
- Training in facilitation group business operations
- High level adaptability and transparency
- Experience in handling or administering change management
- Ability to think quickly on the spot
- Business process improvement ability coupled with hands-on implementation experience
- Demonstrated skill in interpreting and applying policy and regulations.

Job Duties and Responsibilities

To evaluate the processes and effectiveness of the units internal/external activities, the professional and business ethics and accountability within the scope and direction of the CAS Unit is coordinated with the direction of the organization to which the incumbent is assigned

- Prepares compliance audit and monitoring schedules for SEZs across the country,
- Assist with the auditing and inspection (planned and ad-hoc) across all SEZs, ensuring that effective reports, actions, and activities are produced, communicated, and recorded,
- Log, investigate, report, and determine incidents and outcomes of complaints, breaches/violation of policy and regulations and support the Director Corporate Compliance in taking the appropriate measures in terms of information conveyance, redress, remedy, and other actions according to organisational rules.
- Evaluate and analyze data and/or conduct interviews to identify potential compliance gaps, issues or violations; Prepare and submit reports, making recommendations for corrective action or revocation of licenses,
- Monitor, track and report on the security control efforts and procedures for the movement of vehicles, cargo, personnel, and visitors entering and exiting the SEZs,
- Monitor compliance of SEZ firms with the regulatory requirements of the Authority; identify any potential or actual breaches against the SEZ Act and Regulations and advise of appropriate action,
- Escalate of all matters related to SEZ non-compliance with all laws and regulations, health and safety, emergency management matters,
- Assist in the management and enforcement of a body of relevant sanctions and penalties for defined infringements of the Regulations, Code and/or our relevant rules.
- Remains abreast of changes in laws and the regulatory environment, investigate the details and seek to inform the Director – Corporate Compliance on the impact it will have on SEZ Developers, Operators or Occupants,
- Prepares accurate and timely reports detailing the effects that changes to the regulatory environment may impact SEZ Zone Developers, Operators and Occupants to enable advocacy and proactive engagement of MDAs,
- Review data to assist Jamaica Customs and ensure that SEZ shipments through the SEZs are processed in compliance with Customs regulation; related to duties, product compliance and compulsory goods inspection,
- Assist with the creation and updating of standard operating procedures for security and traffic protocols, health and safety, emergency response plans in SEZs, ensure the changes are communicated to SEZ Developers, Operators and Occupants for seamless understanding and cooperation,
- Conduct research and report on SEZ compliance conditions, issues or best practices in other jurisdictions,
- Provides reports on a regular basis to the Director - Corporate Compliance on the operation and progress of compliance efforts,

- Generate monthly reporting documents relating to physical security project spend versus budget,
- Assist with the preparation of the Units budget, operational and work plans,
- To ensure monthly minuted meetings with SEZ clients, Jamaica Customs and police personnel and ensure that minutes are submitted to the Director – Corporate Compliance,
- Ensure awareness of the FAA Act and GOJ Procurement Policies,
- Any other duties as requested by the Director Corporate Compliance.

Applications accompanied by résumés should be submitted **no later than Monday, 29 July 2024 to:**

**Director Human Resource Development and Management
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.