



We invite all suitably qualified candidates to apply for the post of **Manager, Business Development (GMG/SEG 3)**

**Salary Range: \$5,198,035- \$6,990,779 per annum**

***Job Purpose***

To render operational and management support in the identification, development, and the unlocking of diversified potential existing SEZ investments and the Authority

***Strategic Focus***

- To support the application submission by SEZ investors
- To develop strategies for revenue generation by the Authority
- To develop strategies for reinvestment by existing SEZ investors
- To engage, direct and support persons to contribute to the effectiveness of the quality management system.

***Qualifications & Experience***

- Undergraduate degree in Business/Public Administration, Operations, Research, Industrial Engineering, Organisational Psychology, Law, ICT or equivalent from a recognized institution of higher learning
- Experience dealing with delicate and confidential issues
- Minimum seven (7) years of progressive experience in a management role
- Experience in Quality Management, Business Process Improvement, Business Transformation and Change Management
- Project management experience
- Training in protocol/etiquette and knowledge of diplomacy and cultural diversity

***Job Specific Skills***

- Full computer literacy and skill in the use of typical Microsoft Office products and MS Project

Knowledge of PMBOK

- Group facilitation and training in a methodology like ToP (Technology of Participation)
- Skill in the use of the Authority's SharePoint application and in the use of the blockchain application connecting the Authority to business partners and relevant MDAs
- Awareness of the function of the GOJ and relevant MDA operations
- Knowledge of the Official Secrets Act, Staff Orders and Public Service Acts
- Knowledge of the FAA Act and GOJ Procurement Policies

### ***Job duties and responsibilities***

#### **To support the development of business opportunities within the SEZ Regime and the Authority**

- Contribute to research that identifies new opportunities for investment in Jamaica's SEZ regime - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing markets.
- Conduct market research to develop innovative strategies to promote growth
- Conduct research surrounding the SEZ service directory to ensure it is updated quarterly to reflect changes within the business environment.
- Conduct research to understand the needs/ issues of existing SEZ's for the creation of an effective remedial plan.
- Lead research on backward and forward linkages to contribute to development of the SEZ linkages program.
- Foster clustering with the SEZ regime by identify areas of synergy with the regime.
- Generate leads for cold calls to prospective customers by the Client Relations team
- Participate in pitch meetings with customers/clients physically or virtually for the development or enhancing of company/ industry profiles
- Lead sensitization of SEZ entities on international standards and best practices applicable to them.
- Create business cases for projects conceptualized by the Authority to satisfy investor's needs
- Create industry/ sector profiles that are readily available for potential investors.
- Discuss promotional strategies and activities with the Investment, Promotion and Communication Sub-unit to enhance Organization-wide visibility
- liaise with the finance team, warehousing and logistics departments as appropriate
- Develop strategy to convert expression of interest to SEZ applicants
- Maintain positive market growth
- Develop and maintain relationship with educational institution to provide training and human resource development for SEZ entities.
- Manage the export growth strategy initiative.
- Facilitate SEZ expansion.
- identify ways of improving the way the business operates to improve Organization wide efficiency.
- Develop policy advocacy activities and initiative to support SEZ interests.
- Facilitate expressions of interest meeting with potential investors.

#### **To develop a strong and capable Business Development Team.**

- To conduct comprehensive analyses of existing financial data to innovate strategies designed to lower overhead costs
- To analyze customer feedback to create strategies to improve service delivery and the business plan/model of the Authority
- Create business development opportunities for new and existing clients
- Meet with new stakeholders and maintain positive relationships with current ones
- Create and maintain a budget to track expenses of initiatives created and for the Unit.

- attend seminars, conferences, and events where appropriate to keep abreast of trends and changes in the business world.
- Ensure that performance appraisals are done for team members on a timely manner to facilitate focused feedback.

***To develop Risk/Opportunity Profile for the QMS of the Authority***

- Give assurance that the quality management system can achieve intended results within the unit
- Achieve Improvement of results in terms of business development initiatives
- Create a functional list of risks and opportunities to be actioned by the Organization.
- Integrate and implement action plans into Quality Management Systems Processes.
- Evaluate the effectiveness of these actions.

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

- Oversee implementation of improvements and updates of the Quality Management System Policy.
- Assist in communicating the Quality Management Systems Policy and encourage maintenance of documented information to ensure application within the Authority.
- Assist in promoting customer focus throughout the organization in alignment with the Authority's Quality Management System Policy.

Applications accompanied by résumés should be submitted **no later than Tuesday, 12th November 2024 to:**

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

Email: [hrunit@jseza.com](mailto:hrunit@jseza.com)

Please note that only shortlisted applicants will be contacted.