

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

We invite all suitably qualified candidates to apply for the post of **Business Development Officer (GMG/SEG2 (\$\$3,770,761- \$5,071,254 per annum**

Strategic Focus

- To support the application submission by SEZ investors
- To assist in developing strategies for revenue generation by the Authority
- To develop strategies for reinvestment by existing SEZ investors

Key Output

- Quality added initiatives supported and maintained for business development within existing SEZ's.
- Quality added initiatives supported and maintained for business development activities within the Authority.
- Sound operational and administrative advice provided to existing stakeholders.

Qualifications & Experience

- Undergraduate degree in Business/Public Administration, Operations, Research, Industrial Engineering, or Economics
- Experience dealing with delicate and confidential issues
- Minimum two (2) 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.
- 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 & Responsibilities

1. **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.
 - Provide support to market research to develop innovative strategies to promote growth

- Maintain the SEZ service directory to ensure it is updated quarterly to reflect changes within the business environment.
- Update and maintain the SEZ service directory.
- Assist with quarterly research on market demand for development of new products and services of SEZ entities.
- Conduct research and make recommendation on international standards and best practices applicable to SEZ entities.
- Conduct research and make recommendations on possible SEZ clusters.
- Make follow up 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.
- Action business cases for projects conceptualized by the Authority to satisfy investor's needs.
- Research and make recommendations of linkages of entities within the SEZ regime.
- Make recommendations of keep support industries necessary for linkages within The Authority
- Facilitate and maintain key partnership with educational and training institutions to assist with the ease of access to human resources for potential and current investors.
- Develop Export Growth Strategies for entities within the Authority to promote sustainable development and growth for manufacturing entities within the SEZ regime.
- Identify and store information on premises for expansion for SEZ's
- Policy Advocation with other Government agencies in the interest of SEZ clients
- Create company profile for new SEZ applicants.
- Update the Expression of interest pipeline and keep in contact with potential investors to convert them to actual investors.

2. To develop a strong and capable Business Development Team.

- To implement strategies within the Authority designed to lower overhead costs
- To action findings ascertained from customer feedback to improve service delivery for the Organization
- 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.
- To support the manager in any additional tasks and responsibilities assigned.

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.