



We invite all suitably qualified candidates to apply for the post of **Technical Coordinator (GMG/ SEG 2)**

**Salary Range - \$4,266,270 - \$5,737,658**

***Job Purpose***

The Technical Coordinator is responsible for supporting the CEO through a combination of project management, writing and editing, research, and administrative support.

***Strategic Objectives:***

- To provide critical support to the CEO in achieving the organisation's strategic objectives

***Qualifications & Experience***

- Undergraduate degree in Management, Business, International Business or Public Administration, Business Economics, Operations Research, Econometrics, or equivalent qualification
- Minimum seven (7) years of progressive experience in a business analysis, business planning and reporting role
- Training in Strategic Management
- Sound business background
- A background in international trade and or logistics would be a definite asset

***Specific Knowledge and Skills***

- Facilitation skills and facilitated planning
- Capital Budgeting using DCF techniques
- The Project Management Body of Knowledge
- Expertise in Microsoft Word, Excel, and PowerPoint, especially in the data management functionality of Excel
- Knowledge of Business Intelligence (BI) tools would be a plus

### ***Job Duties and Responsibilities***

#### ***To provide critical support to the CEO in achieving the organisation's strategic objectives***

- Manage special projects for the CEO;
- Support and coordinate projects with other departments of cases.
- Prepare policy briefings, talking points, presentations and proposals for internal and external meetings.
- Schedule, prepare materials and notes, and ensure follow-up for various Board, leadership and staff meetings;
- Draft and edit various documents including internal/external correspondence and legislative testimony;
- Conduct and assemble research, track other program models and generate ideas on a variety of topics;
- Research and prepare briefing materials for key materials and presentations;
- Participate in meetings, task forces and workgroups both internally externally;
- Facilitate the flow of emails and telephone communications;
- Coordinate and facilitate visits to JSEZA for International Partners, Government Officials, community partners, and foundational and private funders;
- Work with the Executive Assistant to the CEO to manage the CEO's Office;
- Completes own performance self-assessment
- Other responsibilities, as assigned by the President & CEO

### ***Specific Knowledge***

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- Capital Budgeting using DCF techniques
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- Knowledge of Business Intelligence (BI) tools would be a plus

Applications accompanied by résumés should be submitted **no later than Tuesday, 6 May 2025 to:**

**Director, Human Resource Management & Development  
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.**