



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

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

***Job Purpose***

To provide effective and efficient Partner Application Services.

***Strategic Focus***

To ensure there is an effective and efficient application evaluation process.

***Qualifications & Experience***

- Undergraduate degree in Economics with a minor in Business Administration or vice versa
- Pursuing an internationally recognized accounting designation (CPA, CMA, ACMA, CFA)
- Minimum of 5 years' experience in the Financial Analysis, Capital Budgeting, Economic Profitability Analysis of projects

***Job Specific Skills***

- Expertise in the manipulation and use of data to provide information and business insights to information consumers outside of the Finance Function
- Skilled in the analysis of company financial statements and in project analysis with a public-sector focus
- Sound knowledge of Microsoft Excel and the use of macros and pivot tables
- Experience using Visual Basic and or business intelligence tools would be an asset
- Excellent presentation skills

***Key Outputs***

- Evaluation of submitted business partner application information
- Follow-up with business partner applicants for the submission of missing application data
- Recommendations based on analysis of partner applications
- Review of the status of assigned application cases
- Monitoring, management, and control of the application workflow

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

- Conduct initial assessment of concession proposals submitted in response to RFPs issued by the Authority and provide analysis to Tenders Committee
- Lead joint assessment of license applications
- Analyse sub concession and sub-licensee applications
- Analyse zone user applications
- Identify urgent and critical issues that require escalation to legal counsel, senior management or other Unit heads, and promptly escalate those issues to Head of BP Contracting Services
- Provide input to the Legal Services Team for the drafting of master concession agreements
- Recommend the basis on which license fees should be determined, based on the business partner proposal included in the submitted application
- Participate in performance reviews to improve the application analysis process

Applications accompanied by résumés should be submitted **no later than Tuesday, 29 July 2025 to:**

**Director, Human Resource Management & Development  
Special Economic Zone Authority  
Unit 42B New Kingston Business Centre  
45-47 Grenada Crescent  
Kingston 5**

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

**Please note that only shortlisted applicants will be contacted.**