



We invite all suitably qualified candidates to apply for the post of ***Business Development Officer (GMG/SEG 2)***

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

Job Purpose

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

Strategic Focus

- Streamline and support the application submission process for incoming SEZ investors.
- Formulate and implement innovative strategies to drive sustainable revenue generation for the Authority.
- Develop robust retention and reinvestment strategies targeted at existing SEZ operators.

Key Output

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

Qualifications & Experience

- First Degree in Business/Public Administration, Operations Research, Organizational Psychology, Law, or an equivalent discipline from a recognized tertiary institution.

- Minimum two (2) years of progressive experience in a management role
- Demonstrate track record in Quality Management, Business Process Improvement (BPI), Business Transformation, and Change Management. Project management experience
- Formal training in professional protocol and executive etiquette, coupled with a strong working 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

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.

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.

Applications accompanied by résumés should be submitted:

**Director, Human Resource Management & Administration
Special Economic Zone Authority**

**Unit 42B, 30 Dominica Drive
The New Kingston Business Centre
Kingston 5**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.