



We invite all suitably qualified candidates to apply for the post of ***Chief Operating Officer (GMG/SEG 6)***

Salary Range: \$9,401,821 - \$12,644,404 per annum

Job Purpose & Summary

In close coordination with the CEO, the Chief Operating Officer (COO) provides strategic leadership and operational direction for the Authority, ensuring all business units align with corporate objectives.

- Inspires a shared vision across the Senior Leadership Team by modeling forward-thinking strategy, empowering others, and encouraging calculated risk-taking. Cultivates an organizational culture centered on values, intrinsic motivation, and a balanced focus on people and results.
- Holds strategic oversight for organizational data analytics. Responsible for designing and implementing data-tracking mechanisms that support evidence-based policy development, strategic planning, and advocacy.
- Provides critical expertise in the formulation and execution of revenue-generating strategies. Designs and adapts the organizational structure to effectively deliver on the strategic plan and ensure sustainable growth.

Strategic Focus

- Design and develop robust policies, strategies, and programs that directly advance the Authority's core priorities.
- Integrate advanced data analytics into core decision-making processes to optimize operational efficiency and organizational agility.
- Cultivate and maintain strategic, collaborative relationships with key internal and external partners and stakeholders.
- Guarantee strict adherence to all legal, regulatory, and ethical standards across operations.

- Demonstrate strong commitment to the Quality Management Systems (QMS) Policy, ensuring that established quality objectives remain fully aligned with the strategic direction and context of the Authority.

Qualifications & Experience

- First Degree in Business Administration, Economics, Data Science, Logistics, or a related field of study.
- Postgraduate qualification (e.g., MBA, MSc) in Business Administration, Data Analytics, or a related discipline
- A minimum of 10 years experience at an executive level
- A minimum of 5 years in data-driven decision-making roles.
- Prior experience implementing robust data tracking mechanisms and analytics systems is highly desirable.

Job Specific Skills

- Proven experience in Contract Management
- Advanced Project skills based on PMBOK
- Comprehensive knowledge of the applicable building regulations
- Cost Analysis
- Finance for Non-finance Managers
- Advanced literacy and skill in the use of typical Microsoft Office

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.