



We invite all suitably qualified candidates to apply for the post of **Manager, Business Development (GMG / SEG 3)**.

**Salary: 5,198,035 – 6,990,779 per annum.**

#### ***Job Purpose***

To render operational and management 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.
- Engage, direct and support persons to contribute to the effectiveness of the quality management system.

#### ***Qualifications & Experience***

- First Degree in Business/Public Administration, Operations Research, Organizational Psychology, Law, or an equivalent discipline from a recognized tertiary institution.
- A minimum of seven (7) years of progressive, proven experience in a senior management or leadership role.
- Demonstrated track record in Quality Management, Business Process Improvement (BPI), Business Transformation, and Change Management.
- Hands-on experience successfully leading and executing projects (Project Management).

- 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 Project Knowledge of PMBOK
- Group facilitation and training in a methodology like ToP (Technology of Participation)
- Skill 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
- Proven capability in handling highly sensitive, delicate, and strictly confidential organizational matters with discretion.

### **Job Duties and 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.
- Conduct market research to develop innovative strategies to promote growth
- Conduct research surrounding the SEZ service directory to ensure it is updated quarterly to reflect changes within the business environment.
- Conduct research to understand the needs/ issues of existing SEZ's for the creation of an effective remedial plan.
- Lead research on backward and forward linkages to contribute to development of the SEZ linkages program.
- Foster clustering with the SEZ regime by identify areas of synergy with the regime.
- Generate leads for cold 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
- Lead sensitization of SEZ entities on international standards and best practices applicable to them.

- Create business cases for projects conceptualized by the Authority to satisfy investor's needs
- Create industry/ sector profiles that are readily available for potential investors.
- Discuss promotional strategies and activities with the Investment, Promotion and Communication Sub-unit to enhance Organization-wide visibility
- liaise with the finance team, warehousing and logistics departments as appropriate
- Develop strategy to convert expression of interest to SEZ applicants
- Maintain positive market growth
- Develop and maintain relationship with educational institution to provide training and human resource development for SEZ entities.
- Manage the export growth strategy initiative.
- Facilitate SEZ expansion.
- identify ways of improving the way the business operates to improve Organization wide efficiency.
- Develop policy advocacy activities and initiative to support SEZ interests.
- Facilitate expressions of interest meeting with potential investors.

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

- To conduct comprehensive analyses of existing financial data to innovate strategies designed to lower overhead costs
- To analyze customer feedback to create strategies to improve service delivery and the business plan/model of the Authority
- 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.
- Ensure that performance appraisals are done for team members on a timely manner to facilitate focused feedback.

## **3. *To develop Risk/Opportunity Profile for the QMS of the Authority***

- Ensure that the Quality Management System within the unit is fully capable of achieving its intended objectives.
- Accelerate and improve performance metrics across all business development initiatives.
- Develop and manage a functional registry of organizational risks and opportunities for immediate action.
- Integrate and operationalize targeted action plans directly within QMS processes.
- Systematically evaluate and report on the effectiveness of all executed strategic actions.

**4. Demonstrate Leadership and Commitment to the Quality Management Systems Policy**

- Oversee implementation of improvements and updates of the Quality Management System Policy.
- Assist in communicating the Quality Management Systems Policy and encourage maintenance of documented information to ensure application within the Authority.
- Assist in promoting customer focus throughout the organization in alignment with the Authority's Quality Management System Policy.

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](mailto:hrunit@jseza.com)

Please note that only shortlisted applicants will be contacted.