

PROJECT COORDINATOR 1: TRADE FACILITATION TASK FORCE (Fees And Charges, Legislative Review, Jamaica Electronic Single Window For Trade)

FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

The Planning Institute of Jamaica (PIOJ) seeks to identify suitable applicants for the position of Project Coordinator 1: Trade Facilitation Task Force (*Fees And Charges, Legislative Review, Jamaica Electronic Single Window For Trade*). The candidate will be assigned to the **Ministry of Industry, Investment and Commerce**.

The position aims to provide support to the Trade Facilitation Task Force Secretariat in monitoring the execution and implementation of projects, which are designed to reform and transform the trade arena in Jamaica.

KEY FUNCTIONS INCLUDE:

- Prepare work plan with Gantt chart showing all milestones and deliverables in relation to the consultant's work;
- Develop mechanisms for tracking lessons learnt and stakeholder engagement;
- Prepare a comprehensive contact list of all trade facilitation stakeholders required to participate in various meetings/ engagements;
- Provide operational, coordination and logistical support to the assigned projects/ outputs during field missions and stakeholder engagement sessions. This will require engagement of public and private sector entities within the trade environment;
- Participate in meetings between consultants and relevant stakeholders to help ensure the timely and efficient execution of tasks in support of the objectives of the Programme;
- Liaise with the Programme Manager and Output Leads for the planning and execution of workshops for the Programme.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- i. Post-Graduate Degree in International Trade, Business Management/Administration, or any other relevant discipline;
- ii. Certification in Project Management;
- iii. At least five years of experience in the planning, coordination, management and implementation of development projects;
- iv. Demonstrable knowledge of trade facilitation issues; knowledge of WTO Trade Facilitation Agreement is a requirement;
- v. Demonstrated experience in analytical and problem solving skills, data analysis, communication and report writing;
- vi. Demonstrated experience in coordination across a wide range of institutional and professional groups, people management and communication;
- vii. Demonstrated knowledge of public sector processes and a sound appreciation of Government issues and associated sensitivity and confidentiality implications.

SKILLS AND COMPETENCIES

- Good knowledge of operational procedures related to project management and implementation;
- Time management and ability to apply good judgment in prioritizing assignments;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies.

The detailed Terms of Reference can be found at the following website:

<https://www.pioj.gov.jm/employment-opportunities/>

Applications should be submitted no later than **April 20, 2022 at 12:00 p.m.** to:

Re: **PROJECT COORDINATOR 1- TRADE FACILITATION TASK FORCE**

E-mail: vacancies@pioj.gov.jm

We thank all applicants for their interest however; only short-listed candidates will be contacted.