



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in the Department:

Business Development Manager (GMG/SEG 2)
Salary Range: \$1,852,947 – \$2,202,571 p.a.
Allowance: \$707,448 p.a.

Job Summary

Under the direct supervision of the Deputy Postmaster General, Business and Regional Operations, the Business Development Manager (GMG/SEG 2) is responsible for the strategic streamlining of the services and products offered by the Post and Telecommunications Department. The incumbent will also drive new products and services in keeping with the Department's mandate and new thrust of the Department.

The incumbent will not only serve the Post and Telecommunications Department but is also required to work closely with the Postal Corporation of Jamaica during the pre-modernization stage and ultimately upon implementation of the modernization plan.

The incumbent seeks to lead, direct, control and manage the development and implementation of new and existing business partnerships and programmes between the Post and Telecommunication Department and any other partners such as the Ministry of Labour, the National Insurance Scheme (NIS), DHL, and Communication providers and any other.

Duties and Responsibilities

- Identifies and develops new business;
- Actively seeks out new Corporate Clients and acts as liaison for commercial services.
- Monitor Postage by Phone service agreements;
- Monitors contractual obligations between the Post and Telecommunications Department and Clients;
- Oversees and reviews operations for receiving, processing and dispatching, bulk mails from Corporate Clients;
- Plans and oversees new marketing initiatives;
- Provides strategic advice on services to be developed and implemented;
- Keeps abreast of online trends and provides updates on software and data trends;
- Keeps abreast of trends and changes in marketing strategies and recommends/implements changes where necessary;
- Identifies and liaises with potential clients to establish rapport and set up meetings;
- Attends conferences, meetings, and industry events;
- Develops, implements and reviews the Standard Operation Procedural Manual to ensure compliance with stipulated guidelines;
- Liaises with the Postal Corporation of Jamaica and the Public Relations Unit to identify new leads and potential new markets;
- Participates in on-going quality assurance audits to ensure efficient and effective delivery of commercial services;
- Conducts strategic assessment to review divisional development and implementation of systems of control in all areas of the business, and to ensure alignment and achievement of objectives;
- Liaises with Public and Private Sector Organizations and individuals on matters relating to e-commerce, stamp and postal activities;
- Liaises with existing clients to inform them about new developments in the Department's products;

- Formulates and recommends changes to operations, reports and reporting infrastructure to enhance capabilities and efficiency;
- Establishes sales goal for team and ensures they are met.

Required Skills/Competencies

- Excellent communication skills;
- Possesses good interpersonal skills;
- Capacity to think strategically, analytically & critically;
- Strong problem solving & decision making skills;
- Excellent time management, planning and organizational skills;
- Possesses change and risk management skills;
- Possess ability to manage external relations;
- Uses initiative and is methodical and result oriented
- Proficient in the relevant computer applications

Qualification, Experience and Training

- Bachelor's in Public Administration/Management Studies, Business Administration, Marketing or equivalent
- Proficiency in Microsoft Office Suite
- Diploma or Experience in marketing and technology
- Five (5) years related working experience, two (2) of which should be at the management level

Please forward application with resume, no later than **Friday, June 22, 2018** to:

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.