

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

**Manager, Business Development (Level 9) –
Executive Directorate
Pay Scale: \$6,649,966, - \$8,943,465**

Reporting relationships:

Report to: Executive Director

Supervises: Business Development Officers

Summary of Position:

The Manager, Business Development, will work to identify and procure potential or new business clientele and new services. The emphasis of the incumbent is on developing these accounts through networking and negotiating. The incumbent will promote various services of the business, including breakthrough products and services, cost reductions, and technology assessments, economic and technical evaluation of business cases and the development of appropriate pricing models for the various products and services. Whether through cold calling or visiting client locations, the Manager, Business Development, will try various means to acquire new accounts. The function must be able to target business opportunities including agents, end users, and distributors. The incumbent must also be conversant and knowledgeable about the technical, development, design, purpose, and specifications of all business products and services. The function must be able to plan and prepare presentations when appropriate.

Major Duties and Responsibilities:

The responsibilities of the Manager, Business Development includes:

- Conduct research on organizations and individuals to find new opportunities - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing markets
- Establish aims and objectives to develop and improve the business
- Carry out necessary planning to implement operational changes
- Establish and nurture relationships with potential clients and partners.
- Work with the Directors and Corporate Planner to operationalize the Corporate Plan

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Develop Business and Financial Models to guide decision making
- Develop negotiating strategies and positions by studying integration of new venture with company strategies and operations.
- Examine risks and potentials for the business opportunities
- Pricing of new products and services
- Closes new business deals by coordinating requirements
- Develop and negotiate contracts; and integrating contract requirements with business operations.
- Liaise with the Finance team and relevant laboratories
- Develop business cases and plans for purchase of new equipment
- Develop quotes and proposals for clients
- Travel to client locations
- Utilize subject matter expertise on BSJ's business products, processes and operations to advise clients
- Network with industry professionals and stakeholders
- Communicate with managers, stakeholders and customers
- Coordinate with Marketing & Communications Branch to discuss promotional strategy and activities
- Create, review and distribute relevant product documentation
- Utilize client database
- Compose budgets, papers and/or reports
- Attend seminars, conferences and events where appropriate
- Keep abreast of trends and changes in the business world
- Develop ways to improve the customers experience and build brand loyalty
- Manage a team of Business Development Officers to meet company objectives

Unusual requirements/working conditions:

- Sometimes extended work hours
- Stressful working environment often created by numerous simultaneous deadlines for various assignments
- Travelling to visit customers locally and overseas

Minimum Educational Requirements:

- Master's degree in business administration or a related field
- Certificate in Sales and Marketing
- Experience or Certificate in Project Management
- Advance literacy in Microsoft Office Suite to include Projects

Experience:

- Ten (10) years' experience in a similar position of which at least five (5) years should be at the managerial or supervisory level
- Proven track record in sales or business development
- Understanding of relevant industry trends and dynamics
- Managing multiple projects simultaneously and meeting deadlines

- Strong Operational/Administrative IT experience
- Experience in setting budgets and reporting against financial objectives

Knowledge, Skills and abilities:

- Networking
- Research & writing skills
- Closing skills
- Motivation for sales
- Prospecting skills
- Sales planning
- Selling to customer's needs
- Market knowledge
- Presentation skills
- Meeting sales goals
- Professionalism
- Strong analytical and problem-solving skills
- Comprehensive knowledge of project management principles and practices
- Comprehensive knowledge of government procurement guidelines
- Comprehensive knowledge of regulatory framework
- Ability to interpret technical information, drafts and reports
- Good oral and written communication skills
- Good interpersonal skills
- Excellent leadership and motivational skills
- Ability to interact effectively with varying personalities to achieve stated goals
- Sound analytical and decision-making skills
- Ability to meet deadlines within stipulated budget
- Ability to multi-task
- Good supervisory management techniques and practices
- Effective organizational and time management skills
- Excellent interpersonal/ human relations
- Excellent team and customer service skills
- Ability to work under pressure and manage competing priorities to a high level of accuracy

Applications must be submitted no later than

30 October 2026 at 4:00 p.m. by email to:

Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

Email: HRMD@bsj.org.jm