

# GUYANA OFFICE FOR INVESTMENT

## JOB PROFILE

**POSITION TITLE :** Investment Promotion & Facilitation Officer

**REPORTS TO :** Chief Executive Officer

**DEPARTMENT :** Investment Promotion & Facilitation

### SUMMARY STATEMENT

The Investment Promotion and Facilitation Officer will be the key liaison between the Government Agencies and the Investor Support and Aftercare.

The incumbent provides support to the activities of the Investment Promotion Division including, opportunities for local and overseas investors in Guyana but not limited to research; development of promotional material; client visits; leads; prospects and projects tracking; workflow coordination and division reporting.

### KEY OUTPUTS

- The Investment Officer responds to investors' enquiries in relation to investment incentives
- The Incumbent is required to maintain a list of Investment opportunities in the various economic sectors
- Research Papers to inform strategic investment programmers
- Promotional material that is cutting edge, of world class quality that is reflective of local and global sector and market trends
- Perform due-diligence on potential portfolio investments
- The Investment Officer is required to analyze projects and make recommendations as to their viability and acceptability for final consideration and approval

### RESPONSIBILITIES

#### Internal

- To review perspectives and approaches to formulating and executing specific projects

- Comprehensive research papers produced on sector trends, foreign direct investment trends and new market opportunities in traditional and non-traditional markets
- To review and agree to processing of identified investment proposals and liaise where necessary in expediting the facilitation process
- Opportunities for local and foreign investment identified and strategic promotional programmes recommended

## **External**

- To respond to enquiries; discuss and review with investors the feasibility of respective proposals and to facilitate contact with Government and Private Sector officials; to acknowledge and respond to Investor enquires positively and promptly
- To assist in publicizing details of Government's industrial investment policies
- To advise on business opportunities and progress of the business environment on Guyana
- To liaise regarding Quality Standards, with Bureau of Standards

## **PRINCIPAL OBJECTIVES**

**RESPONDS** to initial investors enquires as comprehensively as possible

**ADVISES** investors on Government policies, towards investment by guiding them through statutory procedures

**PROVIDES** all relevant information to potential investors at the project pre-feasibility stage

**COLLABORATES** with investors in the preparation of documentation and other materials necessary to satisfy various statutory requirements

**PROVIDES** investors with information regarding concessions and incentives applicable to the particular project

**JOINTLY** pay site visits, discuss logistical issues with prospective investor and makes appropriate recommendations on infrastructural requirements

**RESEARCHES** and advises investor on the availability of markets for export

**ARRANGES** for investor to provide relevant information, e.g. Business Plan, Company's track record, potential job opportunities; specialist skills to be imported

**SUBMIT** recommendations on final proposal for consideration by approving authorities

## QUALIFICATION

**EDUCATION:** A minimum of a First Degree in Economics, Business or a related discipline from a recognized University

**JOB KNOWLEDGE:** of Government policies in relation to investment, promotion and the procedures to be followed by investors. Ability to keep Investment intermediaries, bilateral agencies, international Chambers of Commerce, business organizations and investment agencies informed of business opportunities

**LANGUAGES:** Spanish, Portuguese and French would be an asset

**EXPERIENCE:** At least six years' experience in the implementation and application of investment development procedures will be most desirable

**DECISION-MAKING:** Required to make recommendations on proposals for investment which would usually be acceptable to the approving authorities and makes recommendations as to their viability

**QUALITY OF WORK/PRODUCTIVITY:** Work is subject to review in relation to technical soundness, depth of analysis, accuracy of information and consistency with agreed policy guidelines and operating procedures

**TEAM WORK:** Required to work within the overall objectives of GO-Invest and consistent with collegially agreed criteria and timeframes. Assist in maintaining industrial development database

**CONTACTS:** Primarily involved with senior business personnel, Government Officials and private sector personnel requiring information or promoting opportunities, products and services, locally and overseas.

**WORKING ENVIRONMENT:** Works inside office, but spends significant periods outdoors inspecting sites and infrastructure and taking potential investors on tour of industrial sites. Also sets up and attends exhibitions

## OTHERS:

**SALARY RANGE:** – Starting at \$189,496 – Maximum to \$237,072

**COMPENSATION:** – Compensation is a systematic approach to providing direct & indirect rewards and benefits to employees for their contributions

**VACATION:** – The Officer is entitled to thirty (30) days Annual Leave

**WORK HOURS:** - Monday – Thursday 8:00am to 12:00 noon, 1:00pm to 4:30pm  
Friday 8:00am to 12:00 noon, 1:00pm to 3:30pm

Approved By:.....

Date: .....

Signed By: .....

Date: .....