



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 123**

**OSC Ref. C.5850<sup>12</sup>**

3<sup>rd</sup> June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to post of **Senior Policy and Monitoring Officer (GMG/SEG 3) - (Not Vacant)** in the **Land Policy and Administration Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The incumbent will provide support in the preparation and revision of legislation and policies regarding land management and administration and conduct in-depth monitoring of implementation of Land Management policies by the relevant entities.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops Individual Work Plan based on alignment with Operational Plan of the Branch;
- Prepares reports as required;
- Participates in and organizes meetings, seminars, workshops and conferences as required;
- Participates in the Strategic Planning and Budgeting process of the Division by recommending key areas of focus based on analysis and monitoring.

#### ***Technical/Professional:***

- Formulates, reviews and evaluates strategic policy initiatives, including analysis and reporting on performance;
- Participates and assists in the provision of general advice on legal and administrative implications of proposed laws, regulations and procedures;
- Assists in providing analysis and general advice on Policies and Strategies;
- Conducts legal research; gather and analyse research data (statutes, case law, regulations, policies);
- Drafts legislative documents;
- Summarizes legal documents;
- Liaises with Office of the Parliamentary Counsel and relevant authorities;
- Interprets strategic policy initiatives and negotiate required implementation outcomes with stakeholders;
- Takes the necessary steps to amend legislation based on liaisons with relevant agencies, such as the National Land Agency (NLA) and evaluation of research findings;
- Liaises with the National Land Agency regarding needed revisions to existing policies based on evaluation of their current relevance and adequacy;
- Participates in the analytical review of papers and reports as required;
- Researches and evaluates the effectiveness of current strategies regarding land management through various qualitative and quantitative methodologies;
- Works with existing and new networks to develop expertise and joint approaches to advancing land management issues;
- Assists in the development of policy instruments;
- Monitors implementation of policies and policy changes and evaluates their effectiveness in achieving the desired outcome;
- Assists in developing guidelines and strategies for specialized land related programmes;
- Conducts stakeholder consultations to foster comprehensive understanding and solutions to land management issues and to develop policies with input from relevant stakeholders;
- Prepares Cabinet Submissions, Notes and Briefs regarding land management and related issues;
- Provides advice, prepares and presents reports to the Senior Director, committees and Executive Management;

- Works with the Senior Director in developing recommendations to support the Ministry's position on emerging and/or contentious issues;
- Assists in the development of Systematic and Realistic Monitoring Plans that captures quantitative and qualitative data to report on performance indicators;
- Organizes and co-ordinates lessons learnt from workshops/review of programme work plans with partners and other stakeholders;
- Facilitates documentation and reporting of assessments, data, lessons learnt and best practices for internal and external sharing;
- Keeps abreast of trends and best practices regarding land management to inform relevant policies and legislation;
- Represents the Ministry at meetings/conferences as directed by the Senior Director.

***Human Resource:***

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Contributes to the development and implementation of Succession Planning framework in collaboration with the Human Resource Branch through the development of procedural manuals and other duties prescribed within the framework;
- Assists in preparing and conducting presentations on role of Branch/Unit for the Ministry's Orientation programme;
- Performs other related duties as assigned by the Senior Director, from time to time.

**Required Knowledge, Skills and Competencies**

- Knowledge of legislation and policy analysis
- Knowledge of research techniques with excellent research skills
- Knowledge of research, monitoring and evaluation techniques and principles
- Knowledge, experience and familiarity with land related issues and management skills
- An understanding of public policy, environment, agriculture and land use issues and how they are implemented within the structure of Government
- General computer proficiency
- Proven ability to organize projects with keen attention to detail and deadlines
- Excellent presentation and communication (oral and written) skills
- Excellent planning, organizing, analytical, problem-solving and decision-making skills
- Excellent time management skills
- Good interpersonal skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Land Management/Geography or Law or related field;
- Training in research and monitoring and evaluation techniques;
- Five (5) years' experience in the field of Land Management/Policy and Legislation Development, preferably in the Public Sector;
- Experience or training as a Paralegal with an understanding of Land Law, Legislative Drafting and Interpretation would be an asset.


Applications accompanied by résumés should be submitted **no later than Tuesday, 16<sup>th</sup> June, 2020 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

**Email: [human.resource@megjc.gov.jm](mailto:human.resource@megjc.gov.jm)**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**