



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 294

OSC Ref. C.6272¹⁴

18th November, 2020

RE-ADVERTISEMENT

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 the post of **Policy Analyst (GMG/SEG 3) - (Not Vacant)** in the **Modernisation Policy Development Unit, Office of the Cabinet**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Principal Director, the Policy Analyst researches specific issues regarding Public Sector Management and Operations, develops and recommends new and revised policies and initiatives; manages specific policy projects and monitors the results of Modernisation Programme Implementation across the Public Sector.

Key Responsibilities

- Conducts relevant research and studies on issues related to the Modernisation of the Public Sector; undertakes Literature Reviews; designs and develops Research Proposals; designs and develops research instruments;
- Compiles and analyzes data; provides recommendations on the management of issues and the modification/development of policy and programmes in keeping with the Modernisation of the Public Sector;
- Initiates and manages assigned policy projects and develops policy proposals in line with prescribed Organisational guidelines;
- Initiates and manages the process for procuring technical assistance required to support aspects of policy development; manages the contract and acts as the first point of quality assurance for deliverables submitted;
- Collaborates with the Modernisation Programme Implementation Unit, as well as Ministries/Departments/Agencies (MDAs) across Government in tracking and reporting on the implementation of policies, programmes and projects, ensuring that objectives are accomplished in accordance with prescribed priorities and performance benchmarks;
- Prepares Submissions and consultation documents for the Cabinet in relation to Modernisation Policy proposals and recommendations;
- Prepares documents and related material for dissemination/publication and use in policy Consultations or Sensitisation Sessions;
- Conducts consultations with stakeholder groups to support development, evaluation or modification of Modernisation policies and programmes;
- Identifies and recommends policy performance indicators and programme evaluation criteria and methods for assessing progress of the Modernisation Programme;
- Investigates specialised areas assigned by the Principal Director; and provides timely and current data for the clarification of issues and analysis of options towards addressing them;
- Identifies, assesses and recommends best practice approaches and techniques for the development/ modification of Modernisation policies and initiatives;
- Identifies the inter-linkages between proposed Modernisation projects and initiatives and existing policies and programmes within the Public Sector;
- Prepares Progress Reports as required on work assigned and submits to Principal Director.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent knowledge of research methodologies including qualitative and quantitative analytical techniques
- Excellent strategic/critical thinking skills

- Ability to facilitate small and large groups of diverse stakeholders
- Knowledge of the Public Service Operations
- Good interpersonal skills
- Strong Project Management skills
- Ability to manage workloads and prioritise amongst conflicting demands
- Advanced level skills in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- First Degree in Public Policy/Administration, Social Science or related discipline. Post Graduate qualification is a distinct advantage;
- Five (5) years' experience working in an analytical/research field, preferably in policy development, with at least two (2) years working in the Public Sector.

Applications accompanied by résumés should be submitted **no later than Tuesday, 1st December, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

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**