



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 33**  
**OSC Ref. C.6272<sup>15</sup>**

**27<sup>th</sup> January, 2021**

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 following posts in the **Office of the Cabinet**:

1. **Chief Policy Analyst (GMG/SEG 4) – Policy Analysis and Review Unit – (Not Vacant)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Performance Analyst (GMG/SEG 3) – Performance Management and Evaluation Branch – (Not Vacant)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

**1. Chief Policy Analyst (GMG/SEG 4)**

**Job Purpose**

Under the general direction of the Principal Director, the Chief Policy Analyst is responsible for leading a team of Senior Policy Analysts and Policy Analysts in providing technical support to Cabinet and its Committees, monitoring the implementation of policies and programmes in specified Ministries and co-ordinating the development of new initiatives and strategies within the Sector.

**Key Responsibilities**

- Conducts critical reviews of Cabinet Submissions, Notes and Technical Papers received from Ministries and provides feedback prior to their submission to Cabinet;
- Monitors the implementation of decisions and prepares necessary reports and facilitates collaboration among Infrastructure Sector Ministries;
- Tracks trends and changes in the Sector and evaluates their impact on Government Policies;
- Conceptualises and leads the design of policy tools and provides technical assistance to Ministries in policy formulation;
- Analyzes and comments on studies prepared within Ministries or Agencies and provides information to assist with decision making and/or to determine the advisability of adopting new measures;
- Assists Chairpersons of assigned Cabinet Committees, giving independent perspectives on issues and suggesting alternative courses of action;
- Delivers training to relevant staff in Ministries to create awareness of the procedures involved in developing Cabinet Submissions;
- Co-ordinates the setting of the agenda and identifying areas for discussion at the Policy Analysts' Network (PAN) Meetings;
- Oversees the maintenance of the databases associated with the work of the Unit.

**Required Knowledge, Skills and Competencies**

- Excellent presentation skills
- Excellent oral and written communication skills
- Excellent planning, organising and analytical skills
- Excellent judgment, decision-making and problem-solving skills
- Good research skills
- Confidentiality and integrity
- Knowledge of the Government Public Procurement Policy, Sector policies and programmes and budgeting procedures.
- Proficiency in the use of computers and computer applications

### **Minimum Required Qualification and Experience**

- Postgraduate Degree in Public Administration, Policy Analysis, Economics, Development Studies or related field;
- Specialised training in modern approaches to policy;
- Four (4) years' experience at a senior technical level.

### **Special Condition Associated with the Job**

- May be required to work beyond normal working hours or on weekends in support of Cabinet Retreats to primary office or any other location.

## **2. Performance Analyst (GMG/SEG 3)**

### **Job Purpose**

Under the direct supervision of the Senior Performance Analyst, the Performance Analyst is responsible for Strategic Planning at the Department/Agency level, performance reporting at the Ministry, Department/Agency level, maintenance of the reporting database, evaluation library and the management of the online Community of Practice. The Performance Analyst, as part of the overall Performance Management and Evaluation Branch (PMEB), will contribute to the implementation of the Government's Results-Based Management System.

### **Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Contributes to the preparation of the Whole-of-Government Strategic Business Plan;
- Participates in the periodic review of the Whole-of-Government's planning and performance framework and prepares findings as required by the Senior Performance Analyst;
- Assists with the facilitation of Strategic Planning Sessions in assigned MDAs;
- Provides analytical feedback on implementation plans for policy initiatives, programmes and projects of MDAs and submits to the Senior Performance Analyst;
- Supports the implementation of the Government's Performance Monitoring and Evaluation System (PMES) in assigned MDAs;
- Participates in the implementation of M&E Frameworks/Performance Measurement Frameworks in assigned MDAs;
- Monitors the PMEB's Annual Planning, Monitoring and Reporting Calendar and advises the Senior Performance Analyst on actions that should be undertaken;
- Conducts research to support the development of standards and guidelines for planning and performance monitoring, evaluation and reporting across Government;
- Participates in the periodic review of the Government's planning and performance framework;
- Assists with the planning and facilitation of technical workshops for MDAs in areas of strategic planning and performance measurement, monitoring, evaluation and reporting;
- Co-ordinates the Corporate Planners' Network Meetings for Ministries, Departments and Agencies.
- Maintains a repository of evaluation resources to facilitate the sharing of evaluation knowledge;
- Prepares reviews on quarterly and annual performance reports of assigned MDAs and submits to the Senior Performance Analyst;
- Prepares drafts of the PMEB's weekly, quarterly and annual reports;
- Assists with the posting of online relevant content to support the objectives of the Community of Practice;
- Provides input for the utilization reports on the Community of Practice;
- Prepares meeting notes for submission to the Senior Performance Analyst.

### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent presentation skills
- Strong interpersonal and team working skills
- Good advocacy and negotiating skills
- Demonstrated analytical and problem-solving skills
- Ability to sustain partnerships with high level officials within and outside of the Public Sector

- Ability to build consensus and promote collaboration across Government
- Ability to analyze multiple data streams to provide business intelligence that clearly illustrates impact, performance and trends
- Ability to interpret spreadsheets and statistical data
- Demonstrated understanding of the planning and budgetary process in the Public Sector

#### **Minimum Required Qualification and Experience**

- Degree in Economics, Financial Management, Management Studies or any related Social Science discipline;
- Exposure to Training in Strategic Planning, Performance Monitoring and Evaluation and/or Performance Management;
- Three (3) years' experience of working within a strategic planning or performance evaluation related field.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 9<sup>th</sup> February, 2021 to:**

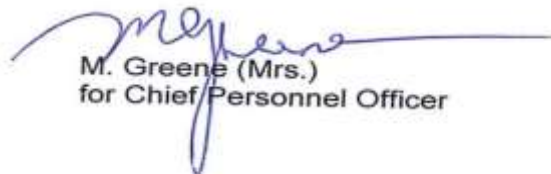
**Senior Director  
Human Resource Development and Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the HRDM Division, Office of the Prime Minister.

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.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer