



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 63**  
**OSC Ref. C. 4858<sup>37</sup>**

**19<sup>th</sup> February, 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 fill the following posts in the **Policy Planning, Projects & Research Division, Ministry of Industry, Investment and Commerce**:

1. **Research Officer (SOG/ST 5) – (Vacant)**, salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.
2. **Research Assistant (SOG/ST 3) – (Vacant)**, salary range \$918,981 – \$1,092,379 per annum and any allowance(s) attached to the post.

**1. Research Officer (SOG/ST 5)**

**Job Summary**

Under the direction of the Senior Director, Policy, Planning, Projects and Research (GMG/SEG 5), the Research Officer (SOG/ST5) assists with the co-ordination and execution of research and research work and to support the development of the Ministry's policies, plans and programmes.

**Key Responsibilities**

**Management/Administrative**

- Participates in meetings and workshops on Strategic Planning and Policy issues;
- Represents the Ministry at meetings, conferences, workshops, etc.

**Technical/Professional**

- Identifies topical/priority areas for research and presents skeletal outlines for consideration;
- Prepares draft Annual Work Plan of research studies to be conducted for consideration;
- Provides support in formulation of research topics;
- Prepares detailed Terms of Reference for approved research studies;
- Conducts approved research studies;
- Prepares approved Policy Briefs;
- Provides comments on policy papers;
- Assists in the preparation of Corporate Plan and Capital Budget submission as needed.
- Assists in the preparation of various reports for Departments and Agencies to ensure conformity with established policies, directives and overall Strategic Objectives;
- Assists in the development of Macro-economic modelling/research capabilities to facilitate monitoring/recommendations for Sectors such as Energy and various aspects of Commerce, under the Ministry's Portfolio;
- Assists in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements of all stakeholders/partners are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Ministry's Planning and Policy Development Functions;
- Performs related duties assigned from time to time.

**Required Knowledge, Skills and Competencies**

**Core**

- Good oral and written communication skills
- Good interpersonal skills
- Excellent analytical thinking

- Ability to manage the client interface.
- Good planning and organizing skills
- Ability to exercise initiative and judgement
- Ability to work as a part of a team
- Strong integrity

### **Functional**

- Good research skills
- Good quantitative skills
- Good technical report writing skills
- Ability to design and conduct research studies
- Knowledge and skills in relevant computer software used in research work
- Ability to explore and find needed information quickly
- Good computer literacy
- Knowledge of the operations of Government/Ministry operations

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

- Bachelor of Science Degree in Economics, Management or Public Administrative. Postgraduate degree in relevant field would an asset.
- Three (3) years working experience in analytical and research-related areas.

## **2. Research Assistant (SOG/ST 3)**

### **Job Purpose**

Under the direction of the Senior Director, Policy, Planning, Projects and Research (GMG/SEG 5), the Research Assistant (SOG/ST 3), assists in the undertaking detailed demand-driven research duties to inform policy recommendations.

### **Key Responsibilities**

#### **Management/Administrative**

- Participates in meetings and workshops on Strategic Planning and Policy issues.
- Represents the Ministry at Meetings, Conferences, Workshops, etc.
- Assists in editing and proofreading a wide range of documents and assists in the preparation of research papers and technical briefs.

#### **Management/Administrative**

- Assists in the identification of topical/priority areas for research and presents skeletal outlines for consideration;
- Assists in the preparation of draft Annual Work Plan of research studies to be conducted for consideration;
- Assists in the preparation of Terms of Reference for approved research studies;
- Assists in the preparation of approved research studies;
- Assists in researching and compiling confidential and sensitive reports;
- Assists in verification and background checks to ensure credibility and reliability of reports, etc.;
- Assists in reviewing and updating technical documents;
- Assists in the preparation of various reports;
- Assists in the preparation of summaries and abstract documents;
- Assists in preparing approved Policy Briefs;
- Assists in analysing relevant data;
- Assists in reviewing relevant literatures;
- Conducts Theoretical Research and Literature Searches and provides information/files as required.
- Assists in the preparation of various reports and Ministry papers;
- Assists with the assessment of plans from Departments and Agencies for conformity with established policies, directives and overall Strategic Objectives;
- Conducts research and compiles and provides information/files as required;
- Assists the maintenance of effective liaisons with Ministry personnel. Agencies, Sector interests and external organizations;
- Performs related duties assigned from time to time.

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

### **Core**

- Good customer service skills
- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to exercise initiative
- Ability to work as part of a team
- Good flexibility and time management skills displayed

### **Technical**

- Good research and Information technology skills
- Good quantitative skills
- Ability to design and conduct research studies.
- Good working knowledge and skills in relevant computer software used in research work.
- Ability to explore and find needed information quickly.
- Proficient in the knowledge of relevant computer applications
- Knowledge of the operations of Government/Ministry

## **Minimum Required Qualification and Experience**

- A first Degree in the Social Sciences/ Statistics or related field with emphasis on Research.
- No working experience is required. However, one year working experience would be considered an asset.

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

- Will be required, if necessary, to travel.

Applications accompanied by résumés should be submitted **no later than Thursday, 4<sup>th</sup> March, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens,  
Kingston 6**

**Email: [hrm@moa.gov.jm](mailto:hrm@moa.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**