



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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19th 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 **vacant** posts in the **Ministry of Tourism**:

1. **Tourism Policy Analyst (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Tourism Incentives and Analyst (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
3. **Research and Data Analyst (SOG/ST 7)**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.
4. **Technical Co-ordinator (GMG/SEG 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
5. **Performance Monitoring and Evaluation Analyst (GMG/SEG 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Tourism Policy Analyst (GMG/SEG 3)

Job Summary

Under the general leadership and direction of the Senior Director, Tourism Policy and Monitoring, the Tourism Policy Analyst co-ordinates and undertakes policy development, providing analysis and advice, to support Government of Jamaica Policy initiatives and commitments.

Key Responsibilities

Technical/Professional

- Identifies, evaluates and critically analyses simple to moderate issues and concerns affecting policy outcomes to deliver evidence-based decision making and develop logical, practical and well-balanced policy resolutions;
- Undertakes research and analysis, reviewing alternatives in relation to Tourism policy deliverables, to contribute to the policy process and to inform decision making;
- Provides a range of Project Management and Support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives;
- Prepares and reviews policy advice to ensure alignment with policy directions;
- Communicates with key stakeholders and co-ordinates technical working groups, committee meetings, and stakeholder consultations to support engagement, as well as policy development and implementation;
- Undertakes research and collates information for reporting purposes to contribute to the achievement of policy outcomes;
- Provides targeted analysis of documents and proceedings, including research studies, proposals, Cabinet Submissions, discussion papers, etc. from internal and external stakeholders;
- Monitors and critiques political, social, economic and demographic developments affecting Tourism, including the expressed positions of the Central and Local Government, community groups, Tourism Industry Organizations, and other stakeholders;
- Projects the impact of these developments, alerting the Senior Director, Tourism Policy & Monitoring to contentious issues, and recommending responses;
- Recommends strategies to ensure consistency and compliance with Tourism Policies, directives and guidelines;

- Maintains effective working relationships with Senior Policy Professionals and key stakeholders across the Public Sector more generally to optimise engagement, consultation, negotiation and facilitation of policy alignment, implementation and response;
- Keeps abreast of Tourism Policy initiatives to ensure adherence to international standards and competitiveness.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains Customer Service principles, standards and measurements;
- Participates in meetings, technical committees, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Tourism Policy related presentations as needed.

Human Resources

- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication
- Customer and quality focus
- Teamwork & co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Technical

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- Good knowledge of evaluation frameworks;
- Fair ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of Government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite of software products.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Policy, Business Administration, Management Studies, Tourism Development or related field of Social Sciences;
- Three (3) years' experience in Public Policy or equivalent environment.

Special Conditions Associated with the Job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and internationally to attend conferences, seminars and meetings.

2. Tourism Incentives and Analyst (GMG/SEG 3)

Job Summary

Under the general direction and management of the Director - Tourism Economics & Facilitation, the Tourism Incentives & Facilitation Analyst is responsible for managing the Tourism Facilitation and Incentives Systems and processes geared at supporting the viability of Jamaica's Tourism Product.

Key Responsibilities

Technical/Professional

- Identifies, evaluates and critically analyses simple to moderate issues and concerns affecting policy outcomes to deliver evidence-based decision making and develop logical, practical and well-balanced policy resolutions;
- Undertakes research and analysis, reviewing alternatives in relation to Tourism Policy deliverables, to contribute to the policy process and to inform decision making;
- Provides a range of project management and support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives;
- Prepares and reviews policy advice to ensure alignment with policy directions;
- Communicates with key stakeholders and co-ordinates technical working groups, committee meetings, and stakeholder consultations to support engagement, as well as policy development and implementation;
- Undertakes research and collates information for reporting purposes to contribute to the achievement of policy outcomes;
- Provides targeted analysis of documents and proceedings, including research studies, proposals, Cabinet Submissions, discussion papers, etc. from internal and external stakeholders;
- Monitors and critiques political, social, economic and demographic developments affecting Tourism, including the expressed positions of the Central and Local government, community groups, Tourism Industry Organizations, and other stakeholders;
- Projects the impact of these developments, alerting the Senior Director, Tourism Policy & Monitoring to contentious issues, and recommending responses;
- Recommends strategies to ensure consistency and compliance with Tourism policies, directives and guidelines;
- Maintains effective working relationships with senior policy professionals and key stakeholders across the Public Sector more generally to optimise engagement, consultation, negotiation and facilitation of policy alignment, implementation and response;
- Keeps abreast of Tourism Policy initiatives to ensure adherence to international standards and competitiveness.

Management/Administrative

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains Customer Service principles, standards and measurements;
- Participates in meetings, technical committees, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Tourism Policy related presentations as needed.

Human Resources

- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Technical

- Good knowledge of GOJ policy directed at the tourism sector (to include: Sustainable Development/Natural Resource Management) and associated areas;
- Be able to conduct independent research that is both quantitative and qualitative in nature;
- Sound knowledge of the general operations of the machinery of Government, the role function and operations of Cabinet and Parliament;
- Skills in appraising and evaluate proposals,
- Excellent conceptual skills
- Leadership and supervisory skills
- Experience in crisis management
- Be adept at understanding complex political and socioeconomic information;
- Excellent inter-personal skills, and ability to maintain strong relationships, Strong cross-cultural skills and versatility in dealing with different types of partnership;
- Personal integrity with an honest and open personal style;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- The ability to work effectively in stressful and time sensitive scenarios is a critical competence;
- Proficiency in required computer applications such as spreadsheet, word processing and Power point.

Minimum Required Qualification and Experience

- Bachelor's Degree in Tourism Management, Public Sector Management, Public Policy, Business Administration, Management Studies or related field of Social Science;
- Three (3) years' experience in Administration/Management or equivalent environment.

Special Conditions Associated with the Job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and internationally to attend conferences, seminars and meetings.

3. Research and Data Analyst (SOG/ST 7)

Job Summary

Under the general direction of the Principal Director, Strategic Planning & Evaluation, the Research & Data Analyst is responsible for advancing the research and analytic needs of the Division and its key stakeholders.

Key Responsibilities

Technical/Professional

- Provides Strategic Research advice and expertise to the Ministry of Tourism's key internal stakeholders to better inform decision-making;
- Engages stakeholders and provides recommendations on appropriate evidence-based research strategies and pathways;
- Develops and recommends research designs and solutions that best meet the Ministry's objectives, and which drive the development of practical initiatives and outcomes;
- Develops complex data analyses, methodologies, and predictive data models for assessing outcomes relating to the Strategic Planning for the Tourism Sector;
- Develops research and analytical tools and practices that better enable research initiatives to meet the needs of the Ministry of Tourism;
- Works proactively with Senior Executives and other critical stakeholders to ensure that data provisions are tailored to their priorities and supports their decision-making requirements;
- Extracts and collates information from a variety of internal and external sources relating to the Ministry's initiatives;
- Designs evidence-based mixed method approaches to analyse and interpret a variety of large and complex data, including descriptive statistics, single variable analysis, correlations, sensitivity analysis and trend analysis;
- Provides large and complex data sets in accessible, meaningful and understandable formats for a broad spectrum of users in the Ministry and other related stakeholders;
- Conducts research in relation to analysis of existing data or formulating proposals for system changes to better meet service needs;
- Manages data integrity and ensures data is accurate before utilized for analysis and reporting;
- Provides Tourism and related data in a number of formats including dashboards, graphs, charts and reports;
- Generates insights to deliver actionable findings and recommendations that will improve the impact of the Ministry's Mandate;
- Assists in the development, implementation and maintenance of Standard Operating Procedural Manuals on Research Methodology and Data Analytics;
- Keeps current with the latest tools/techniques in Research Methodology and Data Analytics to determine what new solutions and implementations will meet MOT business requirements.

Management/Administrative

- Contributes to the development of the Division's Strategic, Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Research Methodology and Data Analytics related presentations as needed.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Technical

- Sound understanding of Research Design and Methodology
- Ability to communicate results of complex analytic findings to both technical and non-technical audiences
- Exhibit strong analytic, technical, trouble-shooting, and problem-solving skills
- Working knowledge of GOJ policy directed at the tourism sector (to include: Sustainable Development/Natural Resource Management) and associated areas
- Working knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation
- Proficiency in the use of Statistical Package for the Social Sciences (SPSS) and other relevant computer applications
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Statistics, Research Methodology, Public Administration, Information Management or a related discipline;
- Three (3) years related experience.

Special Conditions Associated with the Job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and to attend conferences, seminars and meetings.

4. Technical Co-ordinator (GMG/SEG 2)

Job Summary

Under the general direction of the Permanent Secretary, the Technical Co-ordinator, is responsible for co-ordinating and monitoring the development and implementation of technical related policies, plans and programmes of the Ministry of Tourism, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

Key Responsibilities

Technical/Professional

- Liaises with the appropriate Ministries, Departments and Agencies (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry;
- Monitors responses to Queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in the MOT its portfolio Agencies and ensures the provision of prompt and accurate information and data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agency and Senior Officials of Government to ensure that matters in relation to the work of the Ministry are expeditiously undertaken/addressed;
- Examines and assures quality of submissions to Cabinet on behalf of the Ministry and its portfolio Departments and Agencies;
- Prepares Cabinet Submissions and Ministry Papers on behalf of the Permanent Secretary;
- Examines and quality assures Annual Reports and other statutory reports for the Ministry, its Departments and Agencies;
- Examines and quality assures documents prepared by MDAs for the signature of the Honourable Minister;
- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required;
- Responds to queries by analysing highly technical reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the Honourable Minister;

- Co-ordinates and collaborates with other Programme Managers in the Ministry on projects and assignments, to ensure timely responses;
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Manages short-term projects and programmes being managed by the Ministry;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Proactively prioritises conflicting needs of a technical nature by ensuring that same are handled expeditiously and are followed through to successful completion;
- Participates in the preparation for visits by regional and international Heads of States and other official events as required at the level of the Ministry;
- Participates in the preparation of speeches and speaking notes as requested by the Permanent Secretary;
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary; where applicable request further details and clarification;
- Responds generally to the demands of the Office of the Permanent Secretary.

Management/Administrative

- Co-ordinates and prepares the Operational and Unit Plans for the Executive Office;
- Prepares the Annual Budget for the Executive Office;
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary;
- Prepares and submits performance and other reports relating to the achievement of targets for the Ministry and its Agencies as required and ensures timely submission of all documents/information requested from the Executive Office;
- Participates in and co-ordinates the development of the strategic direction of the Ministry;
- Reviews and assesses the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitate timely and accessible information from the Permanent Secretary's Office;
- Ensures the smooth operations of the Permanent Secretary's Office in the absence of the Permanent Secretary;
- Establishes and maintains quality Customer Service principles, standards and measurements for the Executive Office;
- Develops Individual Work Plans based on strategic alignment with MOT's Operational Plan;
- Assists with the co-ordination of Senior and other Management Team Meetings;
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

Human Resources

- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains in a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Customer and quality Focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management skills

Technical

- Ability to think and act strategically across a wide range of functions;
- In-depth, up-to-date knowledge of Government's priorities of the day;
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations;
- Ability to interface with Senior Government Officials both locally and internationally;
- Demonstrates sound personal and professional integrity reflecting high ethical and moral values;
- Ability to manage the Permanent Secretary's Office in his/her absence;
- High level of confidentiality, diplomacy and initiative;
- Good knowledge of Government's Systems and related operational policies;
- Good knowledge of GOJ policy directed at the Tourism Sector (to include: Sustainable Development/Natural Resource Management) and associated areas;
- Sound knowledge of the general operations of the machinery of Government, the role function and operations of Cabinet and Parliament;
- Excellent leadership and negotiating skills;
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time;
- Ability to manage limited resources in order to achieve challenging output targets;
- The ability to work effectively in stressful and time sensitive scenarios is a critical competence;
- Proficiency in required computer applications such as spreadsheet, word processing and Power point.

Minimum Required Qualification and Experience

- Bachelor's Degree in International Relations, Diplomacy, Law, Public Sector Management, Public Policy, Business Administration, Management Studies or related field of Social Science;
- Five (5) years' experience in Public Policy/Administration, International Relations, Law or equivalent environment.

Special Conditions Associated with the Job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and internationally to attend conferences, seminars and meetings.

5. Performance Monitoring and Evaluation Analyst (GMG/SEG2)

Job Purpose

Under the general direction of the Director, Corporate Planning and Monitoring, the Performance Monitoring and Evaluation Analyst is responsible for assisting with the development and management of the performance management of the Ministry's (including Agencies & Departments) Corporate/Business/Operational Plans, programmes and projects to ascertain the attainment of established objectives and performance standards.

Key Responsibilities

Technical/Professional

- Contributes in the development of a Monitoring and Evaluation Plan, guided by the Ministry's Strategic Plan as the Framework for the monitoring and evaluation of Ministry programmes and projects;
- Assists with the formulation of Performance Indicators for use in the assessment of the Ministry's Policies, Programmes and Projects;
- Provides support in the setting of Operational Objectives to guide the operations of the Monitoring and Evaluation function;
- Organizes and convenes Strategic Planning Coaching sessions for assigned functional areas;
- Assists with the design and conducts secondary research into the impact, relevance and effectiveness of the Ministry's policies, Departments/Agencies, programmes and projects to inform and update the Ministry's policies, planning process;

- Establishes evaluation schedules and guides Heads of Division/Unit/Agency/Department and Programme Managers on the importance of the evaluation exercise;
- Evaluates Divisions/Branches/Agencies/Departments Strategic Corporate and Operational Plans against set performance targets ensuring that these plans are based on key outputs and objectives, and are linked to Budget forecasts;
- Informs Heads of Division/Branch/Agency/Department on significant variance from targets in Strategic Corporate and Operational Plans and the need for alternative strategies;
- Monitors projects and the implementation of decisions taken in respect of policy issues and offers solutions for the handling of constraints and procedural bottlenecks;
- Assists in the development, implementation and maintenance Standard Operating Procedural Manuals on the Performance Management process;
- Assists with the monitoring and assessment of Ministry Plans, programmes and projects against established objectives and performance criteria;
- Conducts qualitative and quantitative analysis of Ministry's programmes, plans and projects;
- Contributes in the Strategic Planning process of the Ministry with team members;
- Liaises with the Finance and Accounts Division in the ongoing monitoring of expenditure on programmes and projects and assesses Capital and Operational Budgets against Ministry policies and priorities; and proposes adjustments where appropriate;
- Prepares reports/findings on all monitoring and evaluation exercises;
- Assists in the preparation of official papers and submissions on monitoring and evaluation results in order to inform and update planning and policy development;
- Evaluates and updates measures designed to improve the methods and standards used in developing performance indicators for the Ministry's policies, programmes and projects;
- Liaises with Monitoring and Evaluation Divisions within Central Government and related entities, to support the strengthening of the Performance Management process;
- Provides technical advice to internal and external stakeholders;
- Assists in the development, implementation and maintenance of Standard Operating Procedural Manuals on the Performance Management process;
- Keeps current with the latest tools/techniques in Corporate Planning and Performance Monitoring mechanisms to determine what new solutions and implementations will meet MOT business requirements.

Management/Administrative

- Contributes to the development of the Division's Strategic, Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Corporate Planning and Performance Monitoring related presentations as needed.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on the role of Division/Unit for the Orientation and Onboarding Programme.
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Good Oral and written communication
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Technical

- Sound understanding of performance management frameworks and tools in the delivery of business objectives;
- Sound understanding of Research Methodology, Monitoring and Evaluation Processes;
- Excellent capability to track project benefits realisation and lessons learnt activities to feed into on-going improvements;

- Ability to monitor and report on programme/project budgets;
- Good knowledge of Corporate and Operational Planning and Budgetary processes and procedures;
- Working knowledge of GOJ policy directed at the tourism sector (to include: Sustainable Development/Natural Resource Management) and associated areas;
- Working knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation;
- Good capability to track project benefits realization and lessons learnt activities to feed into on-going improvements;
- Proficiency in the use of Statistical Package for the Social Sciences (SPSS) and other relevant computer applications;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

Special Conditions Associated with the Job

Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Thursday, 4th March, 2021 to:**

**Director, Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**