



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 82 **OSC Ref. C.6272¹⁵**

3rd March, 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 post of **Policy Officer (GMG/SEG 1) – Monitoring and Research (Not Vacant)** in the **Planning and Development Division, Office of the Prime Minister**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, the Policy Officer – Monitoring and Research is responsible for providing support to the Planning and Evaluation Unit in undertaking monitoring, evaluation and research activities related to the Ministry's portfolio.

Key Responsibilities

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

- Uploads/updates performance information into required database, templates and other monitoring tools;
- Monitors and tracks commitments and developments of the portfolio (e.g. speeches, news articles, briefs);
- Assists with the preparation of performance reports and updates;
- Assists in the development and review of results frameworks and plans of Departments/Agencies and Divisions/Units;
- Assists in drafting Annual Report, plans and other ad hoc reports;
- Assists in monitoring research consultancies;
- Conducts research/prepares research papers on social, economic and international developments impacting the operations and programmes of the Ministry and related Departments/Agencies;
- Assists in the implementation and update of required policies, systems and procedures;
- Monitors risk factors and reports issues to the relevant parties/stakeholders;
- Assists with quarterly and Annual Performance reviews;
- Provides support in the review of performance of policies, programmes and projects in the Ministry's and Portfolio Agencies' Strategic/Corporate Plans;
- Assists in the review and analysis of Departments/Agencies and Divisions/Units plans and reports;
- Conducts data gathering and verification exercises designed to inform the Ministry's plans and reports.
- Provides support to Divisions/Units in their utilisation of planning/monitoring tools and forms;
- Provides assistance in the preparation of Strategic/Corporate and Operational Plans for the Ministry;
- Participates in special internal meetings/workgroups, Committee Meetings and Corporate Planning reviews, as required.

Required Knowledge, Skills and Competencies

- Initiative;
- Results oriented;
- Integrity/confidentiality;
- Knowledge of research methods and data analysis;
- Knowledge of risk management;
- Knowledge of Strategic/Corporate and Operational Planning and Budgetary processes and procedures;
- Excellent interpersonal and customer relations skills;
- Excellent oral, written communication and presentation skills;
- Strong analytical and problem-solving skills;

- Strong planning and organizational skills;
- Sound judgement and decision-making skills;
- Demonstrates understanding of research, monitoring and evaluation principles and practices;
- Ability to cope well under pressured working conditions;
- Ability to work with a team;
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), and Internet research.

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies or Business Administration or Public Administration or Public Sector Management or related field from a recognized tertiary institution;
- At least one (1) year experience in research and planning;
- Specialized training in Strategic/Corporate Planning, results-based management, Project Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 16th March, 2021 to:**

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

Email: 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**