



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 244**  
**OSC Ref. C. 6222<sup>9</sup>**

**16<sup>th</sup> July, 2021**

### **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 fill the **vacant post of Policy and Research Co-ordinator (GMG/SEG 3)**, in the **Post and Telecommunications Department**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post

#### **Job Purpose**

The incumbent under the general direction of the Postmaster General will be responsible for the development, implementation, monitoring and evaluation, and advising on all postal policies, as well as liaising with the parent Ministry's to ensure that policies and programmes are aligned to the Ministry's Strategic direction and national priorities.

#### **Key Responsibilities**

##### ***Management and Administrative:***

- Participates in the development and implementation of the Department's Operational Plan and Annual Report;
- Prepares monthly/quarterly reports/updates on the status of the Postmaster General's Programmes for dissemination as instructed;
- Maintains a Diary of major policies/programmes and advises the Postmaster General accordingly;
- Participates in Technical meetings and makes recommendations;
- Maintains a Database of Strategic Policy issues and actions undertaken;
- Attends meetings and represents the Department at conferences, seminars and other fora as required.

##### ***Technical/Professional:***

- Participates in the development of the Postal Service Transformation Plan, including the development of policy and action plans and other documents for implementation, in collaboration with parent Ministry, key stakeholders and other Agencies;
- Drafts and reviews Cabinet Submissions;
- Drafts policy statements, documents and papers for submission to parent Ministry as required, to support changes in policy, legislation and regulations for the Postal Industry;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the Department and ensures that staff is aware of and adheres to the Organization's policies, procedures and regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Monitors the implementation of assigned special projects and provides updates accordingly;
- Identifies and tracks issues in the Postal Industry and evaluates their impact on Government policy and various stakeholders including State Agencies;
- Consults with selected academics, Public and Private Sector Technical experts to assess social and economic conditions, efficacy of different kinds of programmes, effects of changes in legislation or public policy and their impact on proposed policies within the Postal Industry;
- Maintains relationships with key stakeholders, updates records, arranges and co-ordinates internal and external meetings;
- Engages in pre and post meeting activities on policy related issues to include collection of background information from internal and external stakeholders and Agenda setting to prepare the Postmaster General for external meetings, press briefings, etc.;
- Liaises with Ministries, Departments, Agencies (MDA's) and other stakeholders to obtain and provide information on policy related issues in the Postal Industry and escalates problems/concerns to the Postmaster General's attention;
- Provides advice including options and recommendations for the resolution of policy issues and problems;
- Facilitates and encourages stakeholder participation in the formulation of policy via public

meetings;

- Collaborates with the Director, Corporate Planning and Performance Analysis to collect and analyse qualitative and quantitative data such as data from public opinion surveys, customer usage of postal services, sales of products, etc.;
- Conducts environmental scanning to inform proposals relating to specific projects;
- Keeps up-to-date with current Postal Technology research and analysis techniques and participates in research work;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Collaborates with Divisional/Unit Heads, prepares/reviews Standard Operating Procedures (SOPs) for the Department;
- Prepares/reviews research papers, policy documents, reports and other technical documents as directed by the Postmaster General, and maintains an archive of such documents and briefs;
- Reviews technical documents and correspondence;
- Investigates urgent problems as assigned by the Postmaster General and report findings to inform the formulation of policy solutions;
- Communicates and monitors implementation of policies, procedures and regulations of the PTD to stakeholders;
- Monitors the implementation of assigned special projects and provides updates accordingly;
- Performs any other related duties that may be assigned by Supervisor.

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

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of policy objectives, operations and planning processes
- Good understanding of the legislative process
- Knowledge of prevailing social and economic factors impacting the Postal Sector
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Experience in the use of the relevant computer applications
- Knowledge of Universal Postal Union Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Postal Industry and its operations
- Able to proactively identify process improvement opportunities while taking into consideration industry trends and best practices
- Good leadership and change management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent problem solving and decision-making skills

### **Minimum Required Knowledge and Experience**

- Bachelor's Degree in Social Sciences including Management/Business/Public Policy/Public Administration or any other related field or equivalent qualifications;
- A minimum of four (4) years related experience with two (2) years being at a middle management level;
- Sound experience in general administration;
- Experience in dealing with matters of a highly confidential and sensitive nature;
- Experience in relating to senior officers in the Public and Private Sectors.

### **Special Conditions Associated with the Job**

- Required to travel island wide;
- Required to access confidential information within scope of authority;
- May be required to work beyond normal working hours and on weekends

Applications accompanied by Résumés should be submitted **no later than Thursday, 29<sup>th</sup> July, 2021 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston**

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**