



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 355**

**OSC Ref. C.6272<sup>15</sup>**

**20<sup>th</sup> October, 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 the post of **Senior Policy Analyst (GMG/SEG 3) (Not Vacant)** in the **Policy Analysis and Review Unit, Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general supervision of the Chief Policy Analyst, the Senior Policy Analyst is responsible for conducting critical analyses of policy documents, including Cabinet Submissions, providing technical support to assigned Cabinet Committee (s), assisting in building capacity in Ministries, Departments and Agencies (MDAs) in the development of policies and monitoring the implementation of Cabinet Decisions for assigned Ministry/Ministries.

### **Key Responsibilities**

- Analyses and evaluates feasibility of proposed and existing policies and their economic/environmental/infrastructural/social impacts;
- Reviews Cabinet submissions and notes;
- Provides technical support to Chairperson(s) of assigned Cabinet Committee(s);
- Monitors the implementation of Cabinet Decisions for assigned Ministry/Ministries;
- Assists in building capacity in Ministries for the development of policies: and
- Assists in the monitoring of the Government's Annual Legislation Programme.

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

- Knowledge of Government structures, functions and policy environment;
- Broad understanding of economic theories and cross-sectoral issues and programmes;
- Knowledge of public sector policy formulation/analysis;
- Knowledge of pertinent research and analytical methodology and ability to apply such techniques to policy;
- Excellent judgment, decision making and problem-solving skills;
- Excellent planning, organizing and analytical skills;
- Flexibility to respond to changes in priorities and demands for work;
- Ability to establish and maintain cooperative working relationships with senior level staff in Ministries and other stakeholders;
- Good presentation, oral and written communication skills;
- Ability to review cabinet submissions in line with 'Guidelines for Cabinet Submission'.

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

- Graduate Degree in Social or Economic Policy, Development Studies, Public Administration or similar;
- Specialised training in modern approaches to policy development and analysis;
- At least five (5) years' experience in policy development/analysis;
- Exposure to public sector budgeting and financial processes;
- Proficiency in the use of Microsoft suite and other relevant computer applications.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> November, 2021 to:**

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

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.

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