



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 5 **OSC Ref. C.5850¹³**

3rd January, 2022

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 **Works Policy Officer (GMG/SEG 2) – (Not Vacant)**, in the **Works Policy Branch, Ministry of Economic Growth and Job Creation**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Works Policy and Research, the incumbent is responsible for formulating, reviewing and advising on Works Policies and for liaising with assigned Sub-sector Operating Agencies to ensure that the plans developed are in keeping with the Ministry's Strategic objectives.

Key Responsibilities

- Conducts research and analysis of relevant documentation on various issues relating to work;
- Monitors the implementation of Government Policy with regards to works infrastructure;
- Prepares draft policy papers and research reports as requested;
- Provides administrative and technical inputs to policy development processes, functions, regulatory and otherwise;
- Liaises with relevant individuals and organizations on matters relating to programmes and activities of the Branch;
- Participates in developing proposals for new policies and amendment to existing policies;
- Monitors the impact of implemented policies in the Works Sector;
- Prepares official papers and submissions on Works Policy;
- Contributes to the preparation of the Branch's Corporate and Operational Plans and Budget.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to work in a team
- Excellent interpersonal skills
- Good analytical skills
- Background in policy formulation and management
- Knowledge of Ministry or Central Government's operational procedures
- Background in Project Management and Implementation

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy or related field;
- Experience in the use of standard computer applications;
- Experienced in research methods;
- Experienced in quantitative and qualitative data gathering and analysis;
- Training in Policy Formulation and Management would be advantageous;
- Three (3) years professional experience in Policy Development and Analysis in the Public Sector.

Applications accompanied by résumés should be submitted **no later than Friday, 14th January, 2022 to:**

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.gov.jm

Subject: Works Policy Officer (GMG/SEG 2)

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