



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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3rd March, 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 **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 \$2,551,250 - \$3,032,634 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

Analyzes and evaluates feasibility of proposed and existing policies that are submitted by the assigned Ministry/Ministries as to their Economic/Environmental/Infrastructural/Social Impacts by:

- Conducting critical review and analysis of Cabinet Submissions/Notes and technical papers;
- Assessing the economic, social or environmental impacts of proposals, considering the interest of other MDAs;
- Providing responses to questions emanating from Ministries and seeking clarity on the Cabinets Submissions being considered;
- Advising MDAs on possible conflicts that may arise from Submissions presented for Cabinet approval;
- Providing advice to MDAs on issues that will require consideration by Cabinet, as directed by the Chief Policy Analyst;
- Indicating to the Chief Policy Analyst the need to seek legal advice from the Attorney General's Chambers on policy proposals, if necessary;
- Conducting research on relevant and cross-sectoral matters requiring the attention of the Cabinet and submitting findings to the Chief Policy Analyst;
- Participating in high level stakeholder consultations to resolve conflicts or to initiate the development of cross-sectoral policies.

Supports Chairperson(s) and members of assigned Cabinet Committee(s):

- Manages the work of the Cabinet Committee assigned to ensure priority items are identified, placed on the Agenda and that implementation of decisions are adequately tracked;
- Drafts forward agenda and schedule of emerging issues for consideration throughout the financial year by the assigned Cabinet Committee(s);
- Recommends agenda items for Cabinet Committee Meetings based on Cabinet Submissions, allowing adequate time for consideration of issues involved;
- Collaborates with the Cabinet Recording Secretariat in ensuring that the deliberations and decisions of the Cabinet Committee(s) are adequately captured; vets drafts of the Minutes and submits to the Chief Policy Analyst for approval;
- Drafts reports on the decisions of the Cabinet Committee(s) taken at each meeting, for approval of Cabinet.

Monitors implementation of the Cabinet decisions for assigned Ministry/Ministries:

- Prepares reports on the implementation of the Cabinet decisions for assigned Ministry/Ministries and assesses progress of implementation;
- Creates Monitoring Templates of the Cabinet decisions relating to assigned Ministries from Database and circulates to Ministry/Ministries for reports to be provided;
- Provides clarity to MDA's on the Cabinet decisions taken, indicating the desired actions required to ensure attainment of related goals and objectives.

Assists in Building Capacity in Ministries, Departments and Agencies for the Development of Polices:

- Participates in the work of Policy Steering Committees of assigned Ministries, where required;
- Assesses the adequacy of the application of policy development tools in the policy making process;
- Conducts research leading to the development of new policy tools to improve the Policy Formulation Process to generate better informed policies;
- Provides guidance to MDAs in the application of new policy tools.

Assists in the Monitoring of the Government's Annual Legislation Programme:

- Monitors the progress of items in the Legislation Programme of assigned Ministry/Ministries;
- Liaises with the House of Parliament as necessary, regarding the status of Bills tabled;
- Participates in the meetings of the Legislation Committee of Cabinet as necessary.

Administrative:

- Participates in the development of Corporate and Operational Plans and Budget;
- Prepares reports for submission to the Chief Policy Analyst, as required;
- Maintains up to date Database information, as required.

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
- Ability to define issues and identify concerns from various perspectives
- Ability to make sound and logical conclusions
- Good interpersonal skills
- Ability to develop and nurture relationships with internal and external stakeholders
- Excellent judgment, decision-making, problem-solving, planning and organizing skills
- Flexibility to respond to changes in priorities and demands for work
- Ability to establish and maintain co-operative working relationships with Senior level staff in Ministries and other stakeholders
- Excellent presentation and oral and written communication skills
- Proficiency in the use of Microsoft Suite and other relevant computer applications

Minimum Required Qualification and Experience

- Graduate Degree in Public Administration/Policy Analysis/Development Studies, Economic/Fiscal Policy;
- Five (5) years' experience in Policy Development/Analysis;
- Exposure to Public Sector budgeting and financial processes.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15th March, 2022 to:**

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

Email: jobs@opm.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**