



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 111** **OSC Ref. C. 5850<sup>13</sup>**

22<sup>nd</sup> 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 **Works Policy Officer (GMG/SEG 2) (Not Vacant)**, in the **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.

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

- Background in policy formulation and management
- Strong Background in research- experienced in quantitative and qualitative data gathering and analysis
- Knowledge of Central Government's operational procedures
- Experience in the use of standard computer applications
- Team- oriented
- Excellent interpersonal skills
- Good analytical skills
- Good oral and written communication skills

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

- Bachelor's Degree in Public Sector Management, Public Administration, Public Policy or related field;
- 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 Monday, 4<sup>th</sup> April, 2022 to:**

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

Email: [human.resources@megic.gov.jm](mailto:human.resources@megic.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