



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 133
OSC Ref. C.6272¹⁶

4th April, 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 fill the **vacant** post of **Policy Analyst (GMG/SEG 2)** in the **Executive Office, Office of the Cabinet**, 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 Executive Assistant to the Cabinet Secretary, as well as the Chairpersons for the various Committees of the Permanent Secretaries (PS) Board, the Policy Analyst is responsible for providing high level technical support to the Permanent Secretaries Board and its Committees.

The Officer is required to:

- Prepare Briefs, Reports and other documents required by the PS Board and its Committees, in support of evidence-based decision-making;
- Conduct research on a range of matters to be considered by the PS Board and its Committees, analyze and document research findings and make recommendations consistent with the GOJ strategic priorities;
- Review proposals submitted to the PS Board and its Committees for deliberation and decision-making and make recommendations to the Board and its Committees consistent with the GOJ strategic priorities whilst ensuring policy coherence;
- Provide administrative support to the PS Board and its Committees.

Key Responsibilities

Prepares Briefs to assist the Board/Committees in its/their deliberations on select Agenda items:

- Prepares Briefs and Reports for the PS Board and Committees on issues to be considered at meetings in support of evidence-based decision-making;
- Recommends possible options and alternative on matters under consideration, consistent with GOJ strategic priorities, as well as sound Public Sector Management approaches/principles;
- Assists with the development and management for the forward Agendas for the PS Board and its Committees.

Prepares Submissions/Technical Papers/Policy Proposals in response to emerging issues that the Board/Committees consider of sufficient import to warrant action/attention:

- Investigates urgent problems identified by the PS Board and its Committees and reports on findings to inform the formulation of possible solution;
- Assists in developing options for consideration by the PS Board and its Committees, based on research on their effectiveness and impact;
- Researches legislative implications of various options in consultation with the Senior Legal Officer;
- Prepares Draft Submissions/Technical/Concept Papers for consideration and review by PS Board/Committees;
- Prepares final Submission/Technical Papers based on feedback from Board/Committees.

Undertakes research and analyst findings in relation to (I) and (II) above:

- Plans, organizes and implements sensitive research and provides analysis and advice on issues;
- Liaises with local and regional organizations, for examples PIOJ and STATIN, to facilitate the acquisition and dissemination of information;
- Liaises with other Ministries and Agencies for the execution of research activities and any other related activities;
- Collects and analyzes data ascertained from interviews, focus group meetings and other research and prepares written reports on research findings;

- Provides information on what research is already available in a particular policy area.

Reviews analyses and where necessary, prepares Comments/Briefs in response to Submissions prepared by external stakeholders for consideration by the Board/Committees:

- Analyzes and comments on Submissions prepared by Ministries, Departments and Agencies (MDAs) and provides information to assist with decision-making and/or to determine the feasibility of adopting proposed measures;
- Prepares responses to MDAs based on comments/feedback from Board/Committees.

Monitors implementation of decisions by Board/Committees:

- Monitors the implementation of decisions and drafts Status Reports for submission to the PS Board and its Committees;
- Facilitates timely execution of decisions;
- Maintains a Database of issues and actions undertaken.

Provides administrative support to Board/Committees:

- Documents the deliberations of meetings;
- Collates papers and reports for dissemination;
- Works with MDAs in co-ordinating presentations to the Board and its Committees;
- Assists in engaging stakeholders to address issues of relevance to the work of the PS Board and its Committees;
- Attends meetings and follows up on decisions taken on Agenda items;
- Drafts memoranda and circulars to communicate the work of the PS Board and its Committees and the decisions taken;
- Manages the records of the Secretariat to ensure that files are appropriately classified for ease of access;
- Prepares draft Annual Report for the Board/Committees.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent research and analytical skills
- Good co-ordination and planning skills
- Excellent interpersonal and customer service skills
- Ability to think critically and solve problems
- Ability to work effectively in a team
- Knowledge of qualitative and quantitative research methods; ability to conduct research, analyze data and make sound and logical conclusions
- Thorough knowledge of the structure roles and functions of the Government, Ministries, Departments and Agencies
- Thorough knowledge of sources of official data on areas pertinent to the work of the PS Board and its Committees
- Knowledge of Government policy and planning processes

Minimum Required Qualification and Experience

- First Degree in Public Sector Management/Public Policy/Development Studies from a recognized tertiary institution;
- Five (5) years' experience in policy development/analysis.

Special Condition Associated with the Job

- Required to work beyond normal work hours and on weekends, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19th April, 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

Further details of the post may be obtained from the Human Resource Development and Management Division.

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', written over a horizontal line.

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