



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 138**

**OSC Ref. C. 4860<sup>10</sup>**

**22<sup>nd</sup> March, 2023**

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 following **vacant** posts in the **Ministry of Labour and Social Security**:

1. **Senior Research Analyst (GMG/SEG 3) - Jamaica Productivity Centre (JPC)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Crown Counsel (JLG/LO 3) - General Legal Advice**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.

### 1. **Senior Research Analyst (GMG/SEG 3)**

#### **Job Purpose**

Reporting to the Senior Director, Research and Measurement, the incumbent will be required to conduct evidence-based policy-oriented problem-solving research and measurement at the national, sector, industry, and firm levels. In addition, the incumbent will collaborate with the Technical Assistance Services Unit to deliver training and implement programmes for improving productivity and competitiveness within Private and Public Sector entities.

#### **Key Responsibilities**

##### ***Research:***

- Implements the research agenda for informing policy directions relating to productivity, competitiveness, and Labour Market Reforms;
- Undertakes research and analyses on agreed issues as the basis for advocacy;
- Provides evidenced-based policy recommendations to foster a productivity-friendly legislative and regulatory environment;
- Conducts research on productivity performance at the firm, industry, sector, and national levels;
- Develops and monitors productivity indices at the firm, industry, sector, and national levels;
- Conducts source of economic growth studies – using growth accounting and econometric techniques as a basis for Policy recommendation.

##### ***Educational, Training and Promotion:***

- Provides support in the development of the technical capabilities of the JPC to deliver world class training in the area of productivity measurement in all sectors and sub-sectors of the economy;
- Assists in developing the materials for, and the format of, training courses, seminars, symposiums, workshops and other forms of productivity-related educational programmes to be conducted by the Centre;
- Provides support in conducting training courses, seminars, symposiums, workshops and other form of productivity-related educational programmes;
- Participates in development and testing of productivity measurement methodologies and training of Stakeholders (Consultants and Managers) in the application of these methodologies;
- Use the data and research findings to participate in productivity promotion and media activities (media blitz, newspaper articles, radio, and television interviews);
- Develops and administers the maintenance of the Centre's Website as it relates to portfolio responsibilities;
- Assists in identifying and obtaining suitable literature, audiovisual aids, data, and equipment for the Resource Centre.

##### ***Technical Assistance:***

- Participates in the development and execution of the productivity improvement programmes within Private and Public Sector;

- Prepares and makes written and or oral presentations of research in the form, frequency and intervals prescribed and or at the request of the Executive Director;
- Assists in ensuring compliance to the procedures of the defined Quality Management Systems (QMS) in accordance with the ISO certification requirements.

#### ***Human Resource Management:***

- Supervises the daily work activities of Research Officer, and any other member of staff for whom supervisory responsibilities have been assigned;
- Conducts appraisals of the work performance of staff supervised and provides written Performance Appraisal Reports as required;
- Makes recommendations in respect of remuneration, promotion, reprimand, suspension, dismissal etc. of staff supervised;
- Ensures that JPC has a multidisciplinary, self-motivated, competent and certified team;
- Provides access to training, the right information and tools for staff to perform their jobs;
- Ensures a productivity driven, learning oriented, sharing, service-oriented culture within the JPC.

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

- Strong quantitative and qualitative analytical skills
- Exceptional ability in undertaking econometric and or statistical analysis utilizing various analytical packages
- Sound knowledge in the development and application of models for measuring productivity and competitiveness (labour, capital, total factor, real effective exchange rate, real wage rate, etc.)
- The ability to communicate form and substance effectively both orally and in writing
- Sound knowledge of labour compensation schemes
- Demonstration of good time management
- Excellent interpersonal skills
- Sound knowledge of Information Technology Systems and the ability to apply the knowledge to meet organizational needs
- Sound knowledge in the development of educational material and the conduct of educational programmes
- Be proficient in the use of microcomputer applications
- Solid experience in policy research, development and analysis

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

- Post Graduate Degree in Economics, Econometrics, Statistics, Business management (including Operations Research), Engineering (Industrial, Electrical and Mechanical), Governance and Public Policy, Social Policy, Economic Development Policy or a suitable combination of related disciplines;
- Three (3) years' experience with emphasis on research, development and training

#### **Special Conditions Associated with Job**

- Visits to typical manufacturing or business establishment;
- Local, regional, and international travel required.

## **2. Crown Counsel (JLG/LO 3)**

### **Job Purpose**

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of the Ministry of Labour and Social Security.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;

- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provides legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares Briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft Policy Papers submitted by other Ministries or Departments;
- Responds to queries or provides information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advise on legal implications of internal policies and procedures;
- Provides legal advice to Ministry on all areas of law;
- Represent the Ministry by participating on Inter-Ministerial committees or teams in relation to Legislation or Policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations, and participating in AGC initiatives.

***Management/Administrative:***

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

***Human Resources:***

- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-boarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time by Senior Assistant Attorney-General and respective Senior Executives in the Ministry.

**Required Knowledge, Skills, and Competencies**

***Core***

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications.

***Technical***

- Excellent legal research and analytical skills
- Extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs
- In depth knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs
- Excellent knowledge of the English legal system and the legal framework of Government

- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Problem solving and negotiation/facilitation skills and experience
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ
- Ability to create commitment to a strong and consistent customer service philosophy
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change
- Advanced IT skills in relation to Word, PowerPoint, Excel, and MS Project and associated legal software

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

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Three - four (3 - 4) years' experience at the Bar.

#### **Special Conditions Associated with Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4<sup>th</sup> April, 2023 to:**

**Senior Director Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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**