



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 165**  
**OSC Ref. C.6272<sup>17</sup>**

**13<sup>th</sup> April, 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 vacant post of **Policy Officer (GMG/SEG 1) (Monitoring and Research)** in the **Planning and Development Division, Office of the Prime Minister (OPM)**, salary range \$3,094,839 - \$4,709,163 per annum.

### **Job Purpose**

Reporting to the Director, the Policy Officer – Monitoring and Research, is responsible for providing support to the Planning and Evaluation Unit in undertaking monitoring, evaluation and research activities related to the Ministry's Portfolio.

### **Key Responsibilities**

- Uploads/Updates performance information into required database, templates and other monitoring tools;
- Monitors and tracks commitments and developments of the portfolio (e.g. speeches, news articles, briefs);
- Assists with the preparation of Performance Reports and updates;
- Assists in the development and review of results Frameworks and Plans of Departments/Agencies and Divisions/Units;
- Assists in drafting of Annual Report, Plans and other ad hoc reports;
- Assists in monitoring research consultancies;
- Conducts research/prepares research papers on social, economic and international developments impacting the operations and programmes of the Ministry and related Departments/Agencies;
- Assists in the implementation and updating of required policies, systems and procedures;
- Monitors risk factors and reports issues to the relevant parties/stakeholders;
- Assists with quarterly and annual performance reviews;
- Provides support in the review of performance of policies, programmes and projects in the Ministry's and Portfolio Agencies' Strategic/Corporate Plans;
- Assists in the review and analysis of Departments/Agencies and Divisions/Units Plans and Reports;
- Conducts data gathering and verification exercises designed to inform the Ministry's Plans and Reports.
- Provides support to Divisions/Units in their utilisation of planning/monitoring tools and forms;
- Provides assistance in the preparation of Strategic/Corporate and Operational Plans for the Ministry;
- Participates in special internal meetings/workgroups, committee meetings and Corporate Planning reviews, as required.

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

- Ability to use own initiative
- Results oriented
- Integrity/Confidentiality
- Knowledge of research methods and data analysis
- Knowledge of Risk Management
- Knowledge of Strategic/Corporate and Operational Planning and Budgetary processes and procedures
- Excellent interpersonal and customer relations skills
- Excellent oral and written communication and presentation skills
- Strong analytical and problem-solving skills
- Strong planning and organizing skills
- Sound judgment and decision-making skills

- Demonstrates understanding of research, monitoring and evaluation principles and practices
- Ability to cope well under pressured working conditions
- Ability to work with a team
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint) and Internet research

**Minimum Required Qualification and Experience**

- Undergraduate Degree in Management Studies or Business Administration or Public Administration or Public Sector Management or related field from a recognized tertiary institution;
- One (1) year experience in Research and Planning;
- Specialized training in Strategic/Corporate Planning, results-based management and Project Management, would be an asset.

**Special Condition Associated with the Job**

- May be required to work beyond normal working hours and on weekends, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Wednesday, 26<sup>th</sup> April, 2023 to:**

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

Email: [jobs@opm.gov.jm](mailto: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**