



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No.167**  
**OSC Ref. C.6593<sup>4</sup>**

17<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 be assigned the post of **Tourism Policy Analyst (GMG/SEG 3) – (Not Vacant)**, in the Ministry of Tourism, salary range \$4,594,306 – \$6,178,830 per annum.

**Job Purpose**

Under the general leadership and direction of the Senior Director, Tourism Policy and Monitoring, the Tourism Policy Analyst co-ordinates and undertakes policy development, providing analysis and advice, to support Government of Jamaica Policy initiatives and commitments.

**Key Responsibilities**

***Technical/Professional:***

- Identifies, evaluates and critically analyses sample to moderate issues and concerns affecting policy outcomes to deliver evidence-based decision making and develop logical, practical and well-balanced policy resolutions;
- Undertakes research and analysis, reviewing alternatives in relation to Tourism policy deliverables, to contribute to the policy process and to inform decision making;
- Provides a range of Project Management and Support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives;
- Prepares and reviews policy advice to ensure alignment with policy directions;
- Communicates with key stakeholders and co-ordinates technical working groups, committee meetings, and stakeholder consultations to support engagement, as well as policy development and implementation;
- Undertakes research and collates information for reporting purposes to contribute to the achievement of policy outcomes;
- Provides targeted analysis of documents and proceedings, including research studies, proposals, Cabinet Submissions, discussion papers, etc. from internal and external stakeholders;
- Monitors and critiques political, social, economic and demographic developments affecting Tourism, including the expressed positions of the Central and Local Government, community groups, Tourism Industry Organizations, and other stakeholders;
- Projects the impact of these developments, alerting the Senior Director, Tourism Policy and Monitoring to contentious issues, and recommending responses;
- Recommends strategies to ensure consistency and compliance with Tourism Policies, directives and guidelines;
- Maintains effective working relationships with Senior Policy Professionals and key stakeholders across the Public Sector more generally to optimise engagement, consultation, negotiation and facilitation of policy alignment, implementation and response;
- Keeps abreast of Tourism Policy initiatives to ensure adherence to international standards and competitiveness.

***Management/Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Maintains Customer Service principles, standards and measurements;
- Participates in meetings, technical committees, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers Tourism Policy related presentations as needed.

**Human Resources:**

- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

**Technical:**

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation
- Good knowledge of evaluation frameworks
- Fair ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral Committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite of software products

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Public Sector Management, Public Policy, Business Administration, Management Studies, Tourism Development or related field of Social Sciences;
- Three (3) years' experience in Public Policy or equivalent environment.

**Special Conditions Associated with the 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 Friday, 28<sup>th</sup> April, 2023 to:**

**Director, Human Resource Management & Development  
Ministry of Tourism  
64 Knutsford Boulevard  
Kingston 5**

**Email: [hrm@mot.gov.jm](mailto:hrm@mot.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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