



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 386 **OSC Ref. C. 5850¹⁵**

27th September, 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 to the post of **Assistant Policy Analyst (GMG/SEG 1) (Not Vacant)** in the **Housing Policy, Research and Monitoring Branch, Ministry of Economic Growth and Job Creation**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

- To assist the development of appropriate instruments, research and database systems
- To assist and facilitate the development of housing policies, legislation and regulations within the context of the role and mandate of the Ministry.

Key Responsibilities

Management/Administrative:

- Assists in the development of appropriate instruments for utilization in the formation of policy;
- Participates in conducting research on housing needs and other related issues;
- Collaborates with policy analysts to monitor the impact of implemented housing policies and legislations;
- Assists in the planning and coordination of policy formulation meetings.

Technical/ Professional:

- Prepares required documentation and undertakes follow- ups to post meeting activities and decisions;
- Organizes conferences, workshops and other fora in relation to the formulation of policy and to accommodate stakeholder input in the process;
- Assists in the preparation of official papers and submissions on housing policies and legislations;
- Liaises with international and local organizations associated with the Housing Sector;
- Ensures proper maintenance of policy documents and files;
- Assists with the preparation of the Unit's Unit Plan and Budget;
- Ensures proper maintenance of policy documents and files;
- Assists in conducting socio-economic research and needs analyses in the relevant subject areas such as construction;
- Monitors and assesses the Housing Sector, particularly as it relates to construction, to facilitate projections and the formulation of proposals and policies;
- Investigates and respond to the public queries regarding settlement issues and problems;
- Conducts public consultations;
- Assists with the preparation of relevant documentation such as Cabinet Submissions, Cabinet Notes, Ministry Papers etc.;
- Develops or facilitates technical assistance for projects to be undertaken by the Unit;
- Assists with the translation and incorporation of international agreements and issues of relevance to Jamaica in the area of Human Settlements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Knowledge of policy formulation and management
- Knowledge in research – qualitative and quantitative data gathering analysis
- Sound knowledge of the operational procedures of central government
- Excellent administrative skills
- Methodical and analytical
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent problem-solving skills
- Proficiency in the use of relevant computer applications

- Focused and team oriented

Minimum Required Qualification and Experience

- First Degree in Urban and Regional Planning, Public Policy Diploma or related discipline;
- Training in research;
- Two (2) years related work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th October, 2023 to:**

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

Email: 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