



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

WEBSITE: www.osc.gov.jm

CIRCULAR No. 497

OSC Ref. C.5850¹⁵

29th November, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies be assigned to/fill the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Strategic Planning Analyst (GMG/SEG 3) (Not Vacant) – Strategic Planning Performance Monitoring , Evaluation and Risk Management Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Statistician (SOG/ST 7) (Vacant) - Strategic Planning Performance Monitoring, Evaluation and Risk Management Branch**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Economic Policy Analyst (GMG/SEG 2) (Vacant) – Economic Policy and Investment Branch**, salary range \$3,770,761 - \$5,071,254 per annum.
4. **Human Resource Officer (GMG/AM 4) (Not Vacant) – Human Resource Management and Development Branch**, salary range \$2,478,125 - \$3,332,803 per annum.

1. **Senior Strategic Planning Analyst (GMG/SEG 3)**

Job Purpose

Reporting directly to the Director, the Senior Strategic Planning Analyst will participate and assist with the strategic planning process and activities of the Ministry. The incumbent will also assist with planning activities and initiatives designed to support the development of Strategic Business and Operational Plans for the Ministry's portfolio entities, ensuring consistency with the Ministry's policy objectives and guidelines. The incumbent will also provide technical advice and guidance to respective stakeholders.

Key Responsibilities

Management/Administrative:

- Prepares Annual/Quarterly/Monthly and general progress reports as required;
- Prepares Individual Work Plan based on strategic alignment with the Branch's Strategic and Operational Plans;
- Participates in and organizes meetings, conferences, workshops and seminars as required.

Technical/Professional:

- Assists in the facilitation and collaboration with senior officials of the Ministry, its Departments and Agencies, the preparation of integrated Strategic Business Plans and Operational Plans and Programmes in accordance with Government directives, priorities, policies and the Ministry's Mandate;
- Participates in the development of the framework that guides the development of the Ministry's Strategic and Operational Plans;
- Facilitates stakeholder participation in the preparation of the Ministry's Business Strategic Plans for the Ministry's Portfolio Agencies;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and national Policies and obtain information and support;
- Provides technical support and guidance to Branches, Units and Ministry Portfolio Entities in the preparation of Strategic Business and Operational Plans.
- Assists with the co-ordination and preparation of the Ministry's Strategic/Medium Term Plan;
- Assists with the coordination and preparation of the Ministry's Annual Operational Plan;

- Liaises with the Director to develop the Annual and Quarterly list of Ministry priority programmes;
- Participates in data gathering exercises designed to inform Ministry's Strategic Plan;
- Co-ordinates the preparation of Strategic and Operational Plans by Ministry, Departments and Agencies;
- Monitors the quarterly and yearly reviews of the plans to ensure consistency with Ministry objectives;
- Organizes training workshops to guide ministry personnel in the preparation of Strategic Business and Operational Plans;
- Provides assistance and support with Ad Hoc reports;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Bi-annual reports;
- Participates in the review and analysis of the performance of the entire Ministry in relation to Ministry's Strategic, Corporate and Operational Plans;
- Assists in the preparation of Ministry Performance Reports;
- Prepares and presents reports on the progress of Ministry priority programmes;
- Conducts research, analyzes findings and prepares reports on the efficiency and effectiveness of the Ministry's Departments, Agencies, programmes and projects;
- Researches and reports on sector, economic and international developments impacting the viability of Ministry operations and programmes;
- Researches and reports the level of stakeholder and client satisfaction with Ministry products and services.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division, through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Customer and quality focused;
- Good presentation skills;
- Teamwork and co-operation;
- Good interpersonal skills and people management skills;
- Ability to work under pressure;
- Good planning and organizing skills;
- Good problem-solving and decision making skills;
- Strong strategic planning and research, analytical and report writing skills;
- Use of technology - relevant computer applications such as Microsoft Office Suite and MS Project or other project tool (Winproj);
- Knowledgeable of budget preparation and analysis;
- Sound knowledge and expertise to monitor business matters, corporate governance matters;
- Excellent knowledge of Public Sector Management principles;
- Sound knowledge of government policy formulation, monitoring, and evaluation processes.

Minimum Required Qualification and Experience

- Bachelors' Degree in Public Sector Management/Management Studies or related Social Science with good research component;
- Training in Strategic Planning;
- Four (4) years' related working experience.

2. Statistician (SOG/ST 7)

Job Purpose

Under the direction of the Director, Strategic Planning, the Statistician provides statistical information and analysis to support the monitoring and evaluation of delivery of results achieved by MDAs against their Business Plans.

Key Responsibilities

- Advises Performance Analysts and Research Team within the Unit on priorities for data gathering and analysis and the conduct of statistical research and analysis in support of the work of the Unit;
- Identifies with Performance Officer and Director, Strategic Planning, where statistical analysis can help support overall monitoring and evaluation of MDA performance;
- Advises Performance Analysts on the development of relevant and robust performance indicators and targets, by MDAs within their Corporate and Operational Plans;
- Develops and maintains a database of statistical data relevant to the Unit's work;
- Develops (and re-develops as required) a classification and coding system for statistical data by maintaining knowledge of local and international standard classification systems;
- Works with MDAs to establish guidelines for the collection and collation of statistical performance information of relevance to the Unit's work;
- Works with MDAs to develop and maintain appropriate data collecting and collation systems to ensure the integrity and accuracy of data, and facilitate effective reporting to the Unit;
- Co-ordinates the collection by MDAs of quarterly statistical performance data relevant to the work of the Unit; verifies the integrity and accuracy of statistical data provided;
- Ensures the maintenance and provision by MDAs of other accurate and up-to-date statistical data sets relevant to the work of the Unit as required;
- Reviews and makes recommendations for the improvement of statistical data management within MDAs in relation to performance reporting requirements periodically;
- Designs, analyses and interprets higher level statistics and determines appropriate forms and multivariate techniques;
- Provides analysed data in support of variance analysis and performance evaluations;
- Develops and presents Statistical Reports to the Head SPMEU, analysts and external stakeholders as required;
- Ensures that quantitative component for any research and evaluation projects undertaken by the Unit are adequate to achieve overall objectives;
- Establishes and maintains a network of statisticians within MDAs and other staff who are involved in the collection, collation and analysis of statistical performance data (for reporting against Corporate and Operational Plan indicators and targets) to facilitate the sharing of best practice;
- Maintains a close relationship with STATIN and PIOJ to facilitate the sharing of data on national development and social development issues of relevance to the work of the Unit (e.g. census information, Social and Economic Survey of Jamaica, etc.);
- Liaises with Universities and other institutions in the Caribbean and overseas to obtain information and data relevant to the work of the Unit;
- Designs and delivers seminars on statistical analysis and techniques to staff within the Unit and MDAs as required to improve capacity.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills;
- Ability to analyse and interpret data and other information;
- Good analytical skills and judgment;
- Ability to write reports;
- Ability to think laterally and solve problems;
- Resourcefulness and ability to work independently;
- Ability to prioritise and manage a busy workload;
- Ability to meet deadlines;
- Attention to detail;
- Microsoft Word, Excel, PowerPoint, Access skills;
- Training in statistical analysis and data interpretation.

Minimum Required Qualification and Experience

- First Degree in Economics, Mathematics or Statistics;
- Three (3) years' experience in conducting quantitative studies/research;
- Three years' experience in social research;
- Proven experience in using statistical tools and methods.

3. Economic Policy Analyst (GMG/SEG 2)

Job Purpose

The incumbent will report to the Director, Business Facilitation, to assist the development of appropriate instruments, research and database systems, and facilitate the development of economic and investment policies, legislation and regulations within the context of the role and mandate of the Ministry.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Corporate/Operational Plans and Budget;
- Develops and submit Individual Work Plans which detail work to be undertaken;
- Assists in organizing conferences, workshops and other fora in relation to the formulation of policy and to accommodate stakeholder input in the process;
- Co-ordinates actions arising from decisions of Steering Committees;
- Assists in the planning and coordination of policy formulation meetings;
- Prepares required documentation and undertakes follow-ups to post meeting activities and decisions.

Technical:

- Assists in the development of appropriate instruments for utilization in the formation of policy;
- Reviews policy documents and provide appropriate feedback;
- Participates in conducting research on economic and investment needs and other related issues;
- Collaborates with other team members to monitor the impact of implemented policies and legislations;
- Liaises with international and local organizations associated with the Economic and Investment Sector;
- Monitors and assesses the sector, particularly as it relates to business facilitation and investment, to facilitate projections and the formulation of proposals and policies;
- Investigates and responds to the stakeholders' queries regarding issues and concerns and draft responses for review;
- Participates in developing proposal for new policies and provide recommendations for amendments to existing policies;
- Conducts public consultations for public education and to gather information to inform policies;
- 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 Branch;
- Co-ordinates the undertaking of socio economic and market surveys, via primary data collection methodologies;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Background in policy formulation and management;
- Strong background in research - experienced in quantitative and qualitative data gathering and analysis;
- Knowledge of Central Government's operational procedures;
- Experience in the use of standard computer applications;
- Team-oriented;
- Excellent interpersonal skills;
- Good logical and analytical skills;
- Good oral and written communication skills.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Administration or Management Studies;
- Training in policy formulation and cabinet submissions is advantageous;
- Three (3) years professional experience, preferably within the Public Sector.

4. Human Resource Officer (GMG/AM 4)

Job Purpose

The Human Resource Officer is responsible for administering leave and pension benefits for all category of workers within the Ministry, in accordance with the Pensions and Labour Relations Act, Staff Order and Public Service Regulations.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences as required;
- Develops Individual Work Plan based on alignment with the Division's Operational and Strategic Plan;
- Distributes relevant circulars and information brochures regarding leave and pension for the information of staff.

Technical/Professional:

- Prepares and maintains Service Records;
- Conducts leave seminar and sensitization workshops in collaboration with Director, Human Resource Development;
- Computes all Vacation, Recreational, Special Maternity, Special Sick and Departmental Leave;
- Submits leave accumulation to the Ministry of Finance and the Public Service for the records;
- Provides information concerning leave eligibility;
- Checks and verifies salaries, reclassification, appointments and leave entitlement for all members of staff;
- Verifies the authenticity of Birth Certificates, Statutory Declaration of Age and other Pension documents submitted;
- Liaises with salaries officer to ensure accurate payments of emoluments;
- Prepares Pension Particulars for officers to be retired to the Ministry of Finance and the Public Service;
- Maintains a record of all members of staff who will proceed on pre-retirement leave;
- Provides counselling for retirees;
- Advises prospective retirees on matters pertaining to their benefits and the duration of Pre-retirement Leave;
- Make Submissions to the Pensions Branch;
- Ensures that leave regulations are properly applied, and pensions laws are adhered to when processing benefits;
- Establishes database for pension records;
- Prepares and submit list of officers eligible for Long Service Award;
- Follows-up with Pension Branch and Accountant General's Department to ensure that pensioners receive benefit(s).

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of a Succession Planning Framework in collaboration with the Human Resource Division, through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Team and results oriented;

- Good interpersonal skills;
- Methodical;
- Integrity and Confidentiality.

Technical

- Knowledge of Staff Orders, Public Service Regulations, Labour Laws and other legislation governing Human Resource Management;
- Ability to compute leave entitlements;
- Knowledge of Leave and Pension benefits and procedures;
- Knowledge of relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human resource or Public Administration/Public Sector Management or related discipline;
- Two (2) years related experience.

OR

- Associate Degree/Diploma in Human Resource or Public Administration/Public Sector Management .
- Four (4) years related experience.


Applications accompanied by résumés should be submitted **no later than Tuesday, 12th December, 2023 to:**

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

Email: human.resources@megjc.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**