



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. 51
OSC Ref. C.6555¹⁶

25th January, 2025

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 **Investment Policy Analyst (GMG/SEG 2) – (Not Vacant)** in the **Investment Division, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$3,770,761 - \$5,071,254 per annum

Job Purpose

Under the supervision of the Senior Director, Investment (GMG/SEG 5), the Investment Policy Analyst (GMG/SEG 2) is responsible for providing technical support to the Investment Division by monitoring existing and emerging market trends, conducting research and analyses for investment opportunities, as well as to forge and maintain contacts with key stakeholders for the development of the Investment Sector.

Key Responsibilities

Management/Administrative:

- Represents the Ministry/Division at meetings, conferences and other functions;
- Prepares monthly Status Report on projects being monitored by the Ministry and under the purview of Investment;
- Assists with the preparation of the Division's Operational and Divisional Plans and Budgets;
- Provides technical support/advice to Director and other officers.

Technical/Professional:

- Liaises and conducts consultations with Sector Interests and ensures that the necessary decisions and policy recommendations are facilitated and co-ordinates Committees' activities;
- Undertakes projects under the purview of the Division to ensure that components of respective project are implemented according to project plans and are in conformity with national development goals and other stipulations;
- Liaises with consultants that may be appointed under special projects/programmes and assists in the Terms of Reference for the Division.
- Carries out the recommendations for resolution of any issue(s) that may undermine successful project implementation;
- Liaises with stakeholders of partnership agreements with Private and Public Bodies, with respect to investment programmes, projects and activities. Monitors these agreements to ensure compliance with deadlines and in accordance with the stated objectives;
- Interfaces and interacts with Regional and International Institutions on an ongoing basis, regarding support for portfolio area and ensures currency with new developments that may impact the portfolio area;
- Interfaces with critical Local Institutions and Organization on an ongoing basis e.g. Development Council, NEPA and NLA, with a view to enhancing the flow of approvals for Investment Projects;
- Designs instruments and carries out on-going analysis to monitor the effectiveness of policy and programme initiatives and proposes modifications based on results of evaluation activities;
- Performs any other duties as assigned by the Divisional Director and or Permanent Secretary.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent leadership skills
- Teamwork and co-operation skills
- Strong customer and quality focus skills
- Good planning and organizing skills

- Good problem-solving and decision-making skills

Technical:

- Excellent analytical and Report Writing skills
- Excellent knowledge of the Investment Industry
- Excellent knowledge of the operations of Government
- Excellent knowledge of Acts and Government policies that directly influence investment and the operations of the Production Sector
- Ability to manipulate relevant computer software e.g. Word processors such as Microsoft Word and Note Pad
- Strong follow up ability (tenacity) and co-ordinating skills

Minimum Required Qualification and Experience

- Bachelors of Science Degree in Social Science, Economics, Management Studies or any other relevant area;
- Three (3) years' experience in a middle management post.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Required to travel islandwide and overseas from time to time.

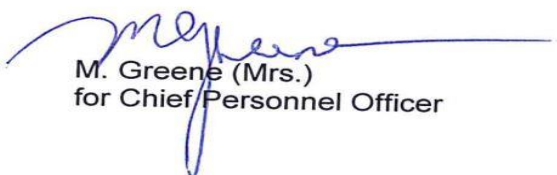
Applications accompanied by Résumés should be submitted **no later than Wednesday, 7th February, 2024 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.


M. Greene (Mrs.)
for Chief Personnel Officer