



Office of the Services Commissions

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CIRCULAR No. 92 **OSC Ref. C.6272¹⁸**

16th February, 2024

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 **Chief Policy Analyst - Economic Sector (GMG/SEG 4) - (Not Vacant)** in the **Cabinet Support and Policy Division, Policy Analysis and Review Unit, Office of the Cabinet**, salary range \$5,597,715 – \$7,528,305 per annum.

Job Purpose

Under the general direction of the Principal Director, the Chief Policy Analyst, Economic Sector is responsible for leading a Team of Policy Analysts in providing technical support to Cabinet and its Committees, assisting assigned Ministry in policy development and the monitoring the implementation of policies and programmes in specified Ministries within the Economic Sector.

Key Responsibilities

- Supervises the collection, analysis and compilation of technical and management reports from assigned Ministries;
- Analyzes data to ensure that goals or specified objectives are accomplished in accordance with prescribed priorities, time limitation and funding conditions and makes recommendations for corrective action, where necessary;
- Organizes and facilitates consultations between Permanent Secretaries, Chief Executive Officers and Private Sector Counterparts to clarify contentious policy areas to generate greater understanding and acceptance of Government policies;
- Prepares reports on the implementation of decisions and the status of programmes and projects;
- Monitors the implementation of decisions on Inter-Sectoral issues and facilitates collaboration among Economic Sector Ministries;
- Identifies Inter-Sectoral/Inter-Ministerial policy issues, maintaining close contact with Ministry officials, identifying areas for future integration and ensuring that adequate planning is done;
- Identifies issues and defines their implications for the Economic Sector;
- Tracks trends and changes in the Sector and evaluates their impact on Government Policy;
- Collaborates with Ministry staff, evaluates policies and prepares projections and alternate scenarios;
- Consults with selected economists, development specialists, Public and Private Sector technical experts, assesses economic conditions to evaluate the efficacy of different kinds of economic programmes to estimate the effect of specific changes in Legislation or Public Policy and the impact of proposed policies;
- Prepares the draft Legislation Programme for review and to facilitate its submission to Cabinet for approval;
- Monitors the Legislation Programme and prepares regular updates for publication;
- Identifies and brings to the attention of Legislation Committee, priority items of Legislation which are lagging;
- Conducts quality assurance on Cabinet Submissions and designs training programmes to address deficiencies;
- Delivers training to relevant staff in Ministries to create awareness of the procedures involved in developing Cabinet Submissions;
- Conceptualises and leads the design of policy tools;
- Conducts training seminars with Policy Staff in Ministries in the application of new policy tools;
- Participates in setting the agenda of and identifies areas for discussion at the Policy Analysts' Network (PAN) Meetings;
- Makes contributions to the PAN based on outcomes from research;
- Ensures direct reports comply with the policies and procedures of the Unit and the Ministry;
- Supervises the production of draft Ministry Papers on Cabinet deliberations;
- Provides guidance and leadership to direct reports through example and sharing of knowledge/skills;

- Manages the performance management process in relation to direct reports by preparing performance appraisals and recommending training and other developmental programmes.

Required Knowledge, Skills and Competencies

- Knowledge of Government policies and programmes
- Excellent planning, organizing and analytical skills
- Knowledge of the principles and practices of economic analysis
- Ability to gather and analyse economic data and present findings
- Knowledge of economic indicators relative to national and local economic trends
- Excellent judgment, decision making and problem-solving skills
- Good research skills
- Excellent presentation, oral and written communication skills
- Good interpersonal skills

Minimum Required Qualification and Experience

- Postgraduate Degree in Public Administration, Policy Analysis, Economics, Development Studies or related field;
- Specialised training in modern approaches to policy;
- Four (4) years' experience at a senior technical level;
- Experience in Public Sector Budget and Financial processes.

Special Condition Associated with the Job

- Working late or on weekends in support of the work of the Legislation Committee of Cabinet or Cabinet Retreats at primary office or any other location.

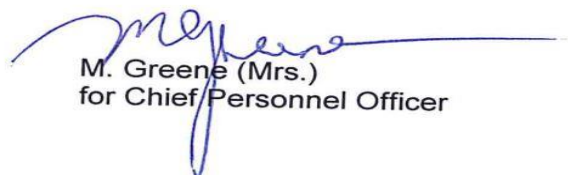
Applications accompanied by Résumés should be submitted **no later than Thursday, 29th February, 2024 to:**

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

Email: 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.


M. Greene (Mrs.)
for Chief Personnel Officer