



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 140**

**OSC Ref. C. 6555<sup>17</sup>**

**19<sup>th</sup> March, 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 fill the **vacant post of Commerce Policy Analyst (GMG/SEG 2) in the Commerce 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 Director of Commerce, the incumbent is required to conduct research, design, recommend and implement policies, strategies, initiatives and programmes to facilitate Commerce. Additionally, the incumbent is responsible for providing technical support and research based recommendations to mitigate gaps in the existing policies.

The Policy Analyst is also required to write Cabinet Submissions, Cabinet Notes, Briefs and Reports on current emerging and interrelated matters impacting Commerce in the global environment.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Identifies resources needed to meet the policy objectives;
- Prepares reports, speeches and briefs, as required;
- Participates in the Division's policy, visioning, development and performance review sessions, Corporate and Operational Plans and Budget;
- Reviews Corporate and Operational Plans to ensure alignment with MIIC's and GOJ's objectives and the priorities of economic development;
- Evaluates the feasibility of proposed and existing policies, initiates research and analyzes Commerce issues;

#### ***Technical/Professional:***

- Monitors trends and new developments in the global environment to ascertain need for changes in policies or formulation of new ones;
- Determines the need for further policy research and analysis and makes research-based recommendations to mitigate gaps in existing policies;
- Conducts studies, surveys, interviews and consultations to inform plans and policies for the Sector;
- Develops policy instruments to effectively address Commerce issues, develops performance indicators and programmes evaluation criteria and methods to track policy impact;
- Plans and arranges consultations, meetings and workshops, as required;
- Liaises with the Senior Legal Officer concerning amendments to existing legislation as necessitated by policy changes;
- Conducts and writes speeches and papers for Local and International Agencies;
- Monitors and prepares reports on Commerce issues and the current status of related programmes and projects;
- Examines and refines information, analyses and reports on the effects of global markets trends on the Commerce in the Domestic Economy and the potential impact on Entrepreneurship;
- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the co-ordination of data collection, compilation, examination, analyses and dissemination for businesses;
- Analyzes the data collected and provides accurate and timely information in a clear and concise manner, as required;
- Prepares Statistical and Analytical Reports based on data analyses;
- Maintains liaison with stakeholders on policy matters;
- Prepares briefing documents for Jamaica's Representatives' participation in local, regional and international meetings, as required;
- Collaborates with internal and external stakeholders to conduct research process as required for preparation of Technical Reports and Briefs;

- Responds to information request from internal and external publics;
- Ensures systems are maintained for the monitoring of issues and for providing data and technical advice on issues of relevance to the portfolio;
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and/or effectiveness;
- Performs any other duties that may be assigned from time to time, for example: organizing and managing special projects or assignments, as directed;
- Conducts research on emerging issues within the landscape.

***Human Resource:***

***To manage/administrate the implementation of the Human Resource policies in keeping with staff orders and approved regulations/guideline by the competent authorities:***

- Interprets and implements Government's HR policies;
- Ensures that new or revised policies are implemented by staff and fully understood;
- Advises the Senior Director of Human Resource Management and Heads of Unit on various staff related matters;
- Undertakes planning with Sections Head to determine targets and goals for the activities of the Branch;
- Maintains networks links with practitioners to keep abreast of new developments and best practices;
- Identifies area where Human Resource improvements are needed and develops proposal to rectify same;
- Evaluates and approves for implementation, policy proposals submitted by staff at any levels will improve effectiveness of the Organization.

***To support the Manpower requirements of the Ministry of Industry, Investment and Commerce:***

- Recommends and interprets the Ministry recruitments and termination policies;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops method effectively utilizing available Human Resource;
- Co-ordinates the Human Resource requirements of the Ministry's programmes including budgeting and planning;
- Co-ordinates the implementation of Succession Planning for all Divisions with the Ministry;
- Plans/co-ordinates the interview process;
- Sits on interviewing panel;
- Arranges for placement of new recruits and ensures that transfers are affected;
- Provides and administered appropriate selections tools;
- Negotiates terms of contract in keeping with the Ministry of Industry, Investment and Commerce;
- Prepares contract in respect of Senior Management placements;
- Ensures that payment of Gratuity and Terminal Grants are in keeping with terms of contract.

**Required Knowledge, Skills and Competencies**

***Core:***

- Teamwork and co-operation
- Excellent oral and written communication skills
- Good interpersonal skills
- Good problem-solving and decision-making skills

***Technical:***

- Excellent knowledge of Human Resource Management techniques
- Good Knowledge of Public Service Regulations and Staff Orders
- Good knowledge of Labour Laws and Industrial Relations Practices
- Good Knowledge of Computer Applications

**Minimum Required Qualification and Experience**

- First Degree in Social Sciences or Human Resource Management or equivalent;
- Three (3) years' experience at a senior level.

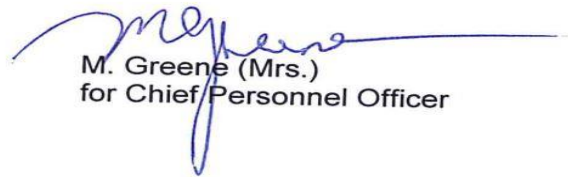
Applications accompanied by Résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> April, 2024 to:**

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

Email: [hrm@miic.gov.jm](mailto: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