



Office of the Services Commissions

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CIRCULAR No. 166 **OSC Ref. C. 6555¹⁷**

19th April, 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 **Senior Policy Analyst (GMG/SEG 4)** in the **Policy, Planning, Projects and Research Division, Ministry of Industry, Investment and Commerce (MIIC)** salary range \$6,333,301 - \$8,517,586 per annum

Job Purpose

Under the direction of the Principal Director, Policy, Planning, Projects and Research Division, the Senior Policy Analyst is responsible for facilitating the development, monitoring and evaluation of policies and programmes in the Ministry and its Agencies and providing technical support to the Ministry in its policy planning, development and evaluation processes.

The incumbent also conducts policy related research and participates in the planning, organization, development and administration of the systems and procedures for policy development. Additionally, there is the requirement to provide technical advice and briefings to the Director, Policy, Planning, Projects and Research and other senior officers.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Corporate and Operational Plans and Budget;
- Participates in the Division's development and evaluation processes;
- Develops plans, programmes, projects and activities to facilitate the efficiency and effectiveness of the Division;
- Prepares quarterly, annual and ad-hoc reports for submission to the Director, Policy Planning, Projects and Research Division;
- Establishes and maintains linkages with key stakeholders;
- Prepares monthly, quarterly, annual, situational and status briefs, technical papers and reports;
- Liaises with representatives in Ministries, Departments and Agencies (MDAs) and other relevant stakeholders to share information on related portfolio issues;
- Ensures adherence to policies and guidelines governing the operation of the Ministry;
- Maintains the Division's operating procedures manual and ensures that all staff operate in compliance.

Technical/Professional:

- Alerts the Director, Policy, Planning, Project and Research to potential policy problems and risks in the MIIC's policy framework in a timely manner and proposes solution;
- Co-ordinates the orderly and timely flow of accurate and rigorously analyzed information on MIIC's matters for the Director's attention;
- Guides the analysis of MIIC's policy issues in order to address the core problems;
- Determines the need for further policy research and analysis and the most appropriate research tools to be applied in the development of such policies;
- Provides rigorous analyses and examines questions regarding particular policies should be considered and developed, and when selected policies should be implemented;
- Establishes and maintains excellent communication with Private and Public Sector entities and builds stakeholder networks to facilitate the collection and exchange of data and provides updates on relevant issues;
- Delivers training to relevant personnel in the Ministry and its agencies to create awareness of the procedures involved in policy development, monitoring and analysis;
- Conceptualizes and leads the design of policy development and policy evaluation tools;
- Monitors the implementation of decisions on inter-sectoral issues and facilitates collaboration among Ministries;
- Identifies inter-sectoral policy issues, maintains close contact with Sector officials, identifies areas for future integration and ensures that adequate advance planning is done;
- Leads stakeholder consultation to resolve policy conflicts;

- Provides advice on weighing policy options and choices in situations where there are no applicable precedents and clearly preferable choices;
- Prepares policy papers and briefs for the Director on current, emerging and inter-related matters impacting the Ministry's portfolio;
- Co-ordinates the preparation and monitors the implementation of the Ministry's annual policy programme;
- Identifies MIIC's policy matters that are lagging and proposes corrective measures;
- Analyzes and comments on studies prepared by the Ministry and its Agencies and otherwise provides information to assist with decision making and/or to determine the availability of adopting new measures;
- Provides technical support to the Ministry's policy, planning development and evaluation process;
- Monitors the implementation and impact of Cabinet Decisions that have implications for the Ministry.
- Keeps abreast of best practices, trends and developments in policy development and proposes their adoption, when necessary, to enhance policy development;
- Represents the Ministry at meetings, seminars and conferences locally or overseas and makes presentations as required.

Human Resource:

- Provides leadership and guidance to staff through effective objective setting, effective planning, delegation, communication, training, mentoring and coaching;
- Identifies the training and developmental needs of staff and ensures that they are adequately addressed;
- Recommends/administers disciplinary action in keeping with established Human Resource policies and guidelines;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Monitors and reviews the performance of the entire team to ensure that performance targets are met;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent conceptual, planning, research and creative skills;
- Advanced writing and editing skills;
- Must maintain a strict code of ethics in working with highly confidential data;
- Sound verbal, written and presentation skills;
- Strong analytical and organizing skills;
- Strong interpersonal and people management skills;
- Good problem-solving and decision-making skills;
- Ability to exercise good judgment;
- Ability to work effectively in a team and to work independently;
- Proficiency in the use of software relevant to the functions of the post.

Technical:

- Knowledge of GOJ policies and programmes;
- Sound knowledge of policy analysis, monitoring and evaluation;
- Sound knowledge of international best practices and trends in policy development, management and implementation;
- Ability to conduct research, analyze data and make sound and logical conclusions;
- Good knowledge of pertinent research and analytical methodologies and ability to apply such techniques to policy issues;
- Knowledge of modern approaches to policy research, development and analysis;
- Flexibility in responding to changes in priorities and demands at work;
- Ability to establish and maintain cooperative working relationships with all segments of the Ministry, its Agencies and external stakeholders.

Minimum Required Qualification and Experience

- Master's Degree in Economics, Public Administration or equivalent in a related discipline;
- Training in Policy Development, Analysis and Management;
- Specialized training in modern approaches to policy research and policy analysis;
- Three (3) years' experience in a comparable working environment.

OR

- Bachelor of Science Degree in Economics, Public Administration or equivalent qualifications in a related discipline;
- Training in Policy Development, Analysis and Management;
- Specialized training in modern approaches to policy research and policy analysis;
- Four (4) years' experience in a comparable working environment.

Special Condition Associated with the Job

- May be required to conduct site visits in hilly terrain.

Applications accompanied by Résumés should be submitted **no later than Thursday, 2nd May, 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.



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