



Office of the Services Commissions

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CIRCULAR No. 309 **OSC Ref. C. 6210/S5²⁰**

30th July, 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 Policy Analyst (GMG/SEG 2) in the Policy and Planning Division, Ministry of Foreign Affairs and Foreign Trade**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

The Policy Analyst is responsible for providing technical support to the Ministry's policy development, planning, implementing, monitoring and evaluation processes through, inter alia:

- ✓ Researching policy options;
- ✓ Formulating and drafting policies;
- ✓ Assisting with the monitoring and evaluation of the Ministry's policies, programmes and projects, with a view to ensure that agreed targets are achieved, and that initiatives undertaken facilitate the attainment of the GOJ's strategic priorities and intended outcomes.

Key Responsibilities

Management/Administrative:

- Contributes to the development of systems to ensure high quality service delivery in accordance with Government policy;
- Works with other staff in the Division to generate data to inform policy decisions;
- Contributes to the development of the Division's Operational Plan and Budget estimates;
- Assists with the co-ordination and management of meetings and other engagements staged by the Division.

Professional/Technical:

- Collates and analyses data from the Planning Institute of Jamaica, Statistical Institute of Jamaica, Ministry of Finance and the Public Service, Jamaica Promotions Corporation, etc. and assists in the drafting of reports on findings;
- Conducts research and provides analysis and advice on policy issues assigned to the Division, including policy proposals referred by other MDAs for feedback;
- Develops policy options, researches their potential effectiveness and impact, and assists in making recommendations for new or revised policies;
- Assists in the drafting of policy proposals for consideration and review by the Ministry;
- Contributes to the preparation of papers, submissions, briefs and correspondence on specific matters for Senior Management, the Minister, Cabinet and others;
- Provides timely and accurate reports and briefs for the Senior Management and other Ministry officials, as required;
- Attends meetings and represents the Division/Ministry at conferences, seminars and in other fora, as required;
- Pursues networking opportunities through membership in appropriate associations that facilitate capacity building;
- Works to support the achievement of the Division's objectives and performance targets;
- Assists with the monitoring and evaluation of the Ministry's policies, programmes and projects in relation to targets;
- Undertakes any other required duties that reasonably fall within the remit of the post.

Required Knowledge, Skills and Competencies

Core:

- Ability to develop programmes and undertake initiatives which effectively respond to the needs of the Ministry;
- Demonstrated ability to engage a range of staff within the Ministry, other Government agencies and non-government agencies;
- Demonstrated awareness of current domestic and international affairs, and developments impacting the foreign affairs and foreign trade portfolios in particular;
- Demonstrated high level of analytical and problem-solving skills;

- Highly developed inter-personal, written communication, presentation, liaison and training skills;
- Strong planning and organizational skills;
- Good analytical skills and judgement.

Technical:

- Sound knowledge of research methods, data analysis and survey techniques and demonstrated competence in conducting online research;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Development Studies, Management Studies, Public Sector Management, Public/Business Administration, Education Management or a related discipline;
- Two (2) years' experience in a Public Policy or Public Sector Management environment.

Special Conditions Associated with the Job:

- The duties necessitate reading through voluminous documents on a regular basis;
- Incumbent must be prepared to transfer from Headquarters to serve a tour of duty overseas, based on the needs of the Jamaican Foreign Service.

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th August, 2024 to:**

**Senior Director,
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

Email: recruitment@mfaft.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**