



Office of the Services Commissions

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CIRCULAR No. 416 **OSC Ref. C. 6210/S5²⁰**

17th October, 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 **Foreign Service Officer 3 (FSG/FSO 3) – (Not Vacant)** in the **Bilateral Relations Department, Ministry of Foreign Affairs and Foreign Trade**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

The incumbent is responsible for contributing to the analysis, formulation and implementation of Jamaica's foreign policy in the context of Jamaica's bilateral relations with specific countries in the following regions:

- ✓ Americas: Brazil, Ecuador
- ✓ Europe: Germany, Belgium, Ukraine, Romania, Georgia
- ✓ Africa: Nigeria, Namibia, Zimbabwe, Benin, Cape Verde
- ✓ Asia: India, Pakistan, Mauritius, New Hebrides, Mongolia
- ✓ Middle East: Iraq, Israel, Kuwait

Monitors developments in the following regional bodies:

- EU/NATO (EU Internal Developments)
- Organization for Economic Co-operation and Development (OECD)
- Economic Commission for Europe (ECE)
- European Parliament

Key Responsibilities

Policy Advice and Policy Formulation:

- Monitors political, economic and social developments in countries and regional organizations within assigned portfolio, including disputes and conflicts within a country or between countries;
- Prepares Cabinet Submissions, position papers, briefs and memoranda, based on technical consultations with key stakeholders, which provide information and advice on strategies and national positions to be adopted by Jamaica on critical issues and developments in international fora.

Promotion of Bilateral Co-operation:

- Maintains regular consultation with relevant line Ministries and Agencies and non-government entities, including the Private Sector, to examine proposals for bilateral technical and economic co-operation between Jamaica and countries within assigned portfolio, and to develop policies and strategies to be pursued to maximize benefits for Jamaica in the context of bilateral relations;
- Facilitates the maintenance of friendly relations with resident missions of countries within assigned portfolio by:
 - ✓ Acknowledging important events such as national days/independence days;
 - ✓ Expressing sympathy or support during difficult times, for example, a natural disaster or death of a Head of State or other VIP;
 - ✓ Expressing congratulations on electoral victories, the inauguration of new Governments and the appointment of Heads of State and Ministers of Foreign Affairs;
- Participates as a member of Jamaica's delegation to external meetings and conferences, and articulates Jamaica's position in conference proceedings;
- Prepares reports on the outcome of meetings and conferences attended;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Jamaica's foreign policy objectives with knowledge of Jamaica's bilateral relations in respect of assigned portfolio;

- Good working knowledge of Jamaica's political, economic, business and social environment;
- Good policy analysis and policy formulation skills;
- Very good research and analytical skills;
- Excellent oral and written communication skills;
- Good drafting skills;
- Good organizing and planning skills;
- Knowledge of negotiating techniques;
- Good diplomatic representation skills;
- General knowledge of official protocol practices and procedures;
- Public speaking skills;
- Proficiency in computer applications.

Minimum Required Qualification and Experience

- A First Degree in International Relations, Political Science or International Law, combined with eight (8) years' experience in the Foreign Service, which should include the completion of one tour of duty overseas;
- Post-graduate Certificate in Diplomacy;
- Certificate in Computer Applications;
- Proficiency in a foreign language (Spanish and/or French).

Special Conditions Associated with the Job:

- May be required to work beyond normal working hours, on weekends and public holidays;
- Must be prepared to transfer to and from Headquarters to serve a tour of duty based on the exigencies of the Jamaican Foreign Service.

Applications accompanied by résumés should be submitted **no later than Thursday, 31st October, 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**