



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 409 **OSC Ref. C. 4860¹¹**

11th 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 fill the **vacant** post of **Policy Analyst (GMG/SEG 2)** in the **Child Labour Unit, Ministry of Labour and Social Security**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

Reporting to the Director, Child Labour Unit, the incumbent will support the development of policy through research and analysis to formulate and draft policies, and assist with monitoring and reporting on child labour issues, while ensuring agreed performance targets are achieved.

Key Responsibilities

- Develops systems to ensure high quality service delivery in accordance with Government policy;
- Works with the Officers in the Planning, Research and Statistics Division in the Ministry to generate data to inform policy decisions;
- Collates and analyses data from field visits and assists in the drafting of reports on findings;
- Reviews research and provides analysis and advice on Unit policy issues;
- Develops policy option, researches their potential effectiveness and impact and assists in making recommendations for new policies;
- Assists in the drafting of policy proposals for consideration;
- Contributes to the preparation of papers, submissions, briefs and correspondence for senior management, Permanent Secretary and Ministers.
- Researches legislative requirements;
- Provides timely and accurate reports and briefs for the Permanent Secretary, Director, and the Planning, Research and Statistics Division, as required;
- Assists with the preparation of the Operational Plan and Budget for the Unit;
- Identifies programmes and projects in other Ministries and Agencies to provide operational support;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Ability to develop programmes and undertake initiatives which effectively respond to the needs of the programme;
- Demonstrate a high level of analytical and problem-solving skills;
- Good judgment;
- Sound knowledge of research methods and survey techniques;
- Ability to work effectively in a team.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Policy, Social Sciences or equivalent qualifications;
- Two (2) years' experience in policy or related duties.

Special Condition Associated with the Job

- Will be required to travel across the country and overseas occasionally.

Applications accompanied by résumés should be submitted **no later than Friday, 25th October, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**