



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 2
OSC Ref. C. 6555¹⁸

7th January, 2025

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 \$4,266,270 - \$5,737,658 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 Jamaican and global environment.

Key Responsibilities

Management/Administrative:

- Identifies resources needed to meet the policy objectives;
- Prepares reports, speeches and briefs;
- Participates in the Division's policy, visioning, development and performance review sessions, Corporate and Operational Plans and Budgets;
- 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 analyses Commerce issues;
- Represents the Ministry at meetings, conferences, workshops and other fora;
- Liaises with various Divisions/Departments of this Ministry and other Ministries/Agencies/Private Sector in developing policies, plans and projects for the Commerce Sector;
- Prepares draft Annual Work Plan of duties to be considered for consideration;
- Responds to requests for information from the Ministry, other Ministries, Agencies and the general public;
- Supplies information to other Ministries, Agencies and stakeholders with regards to Commerce issues;
- Plans meetings and workshops.

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 research on emerging issues within the landscape and presents skeletal outline for consideration;
- 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 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.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Teamwork and co-operation;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;
- Managing partners;
- Managing the client interface;
- Excellent planning and organizing skills;
- Goal/results oriented;
- Integrity.

Technical:

- Good research skills;
- Good working knowledge of research methodologies;
- Good fore-sighting skills to determine opportunities and possible areas of intervention for Government;
- Good analytical and critical thinking skills;
- Excellent report writing skills;
- Proficient in the use of relevant computer applications;
- Knowledge of the operations of Government/Ministry's policies and procedures.

Minimum Required Qualification and Experience

- First Degree in Management Studies, Public Sector Management/Administration or equivalent related discipline;
- Training in Policy Analysis and Management;
- Training in project management;
- Two (2) years' experience in a policy-related position in the public service.

Special Conditions Associated with the Job

- Required to travel extensively in the execution of duties;
- Must possess a reliable motor vehicle and a valid Driver's Licence.

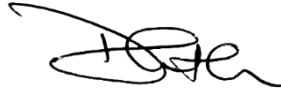
Applications accompanied by résumés should be submitted **no later than Monday, 20th January, 2025 to:**

**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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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