



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 338 **OSC Ref. C.6272¹⁸**

13th November, 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 **Senior Policy Analyst (GMG/SEG 3)** in the **Policy Analysis and Review Unit, Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$5,198,035 - \$6,990,779 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Chief Policy Analyst, the Senior Policy Analyst is responsible for conducting critical analyses of policy documents, including Cabinet Submissions, providing technical support to assigned Cabinet Committee(s) and assisting in building capacity in Ministries, in the development of policies.

Key Responsibilities

- Reviews Cabinet Submissions and Notes;
- Analyses and evaluates feasibility of proposed and existing policies and their Economic/Environmental/Infrastructural/Social Impacts;
- Provides technical support to Chairperson(s) of assigned Cabinet Committee(s);
- Assists in building capacity in Ministries, for the development of policies.

Required Knowledge, Skills and Competencies

- Knowledge of Government structures, functions and policy environment
- Broad understanding of cross-sectoral issues and programmes
- Knowledge of Public Sector Policy formulation/analysis and recent research
- Excellent judgment, decision-making, analytical and problem-solving skills
- Excellent planning and organizing skills
- Flexibility to respond to changes in priorities and demands for work
- Ability to establish and maintain co-operative working relationships with senior level staff in Ministries and other stakeholders
- Good presentation and oral and written communication skills
- Ability to review Cabinet Submissions in line with "Guidelines for Cabinet Submission"
- Proficiency in the use of Microsoft Suite and other relevant computer applications

Minimum Required Qualification and Experience

- Graduate Degree in Social or Economic Policy, Development Studies, Public Administration or similar;
- Specialised training in modern approaches to policy development and analysis;
- Five (5) years' experience in policy development/analysis;
- Exposure to Public Sector budgeting and financial processes.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 26th November, 2025, to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**