



## Office of the Services Commissions

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### **CIRCULAR No. 5**

**2<sup>nd</sup> January, 2026**

### **OSC Ref. C.5850<sup>18</sup>**

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 **Enterprise Risk Management Analyst (GMG/SEG 3) – (Not Vacant)** in the **Strategic Planning, Performance Monitoring, Evaluation and Risk Management Risk, Ministry of Economic Growth and Infrastructure Development**, salary range \$5,198,035 - \$6,990,779 per annum.

#### **Job Purpose**

Reporting directly to the Director, Enterprise Risk Management, the Enterprise Risk Management Analyst is responsible for the identification, evaluation and analysis of risks inherent to the operations of the Ministry, and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks. The Incumbent assists the Director in providing support to the Team, in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on risk management objectives.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Develops Individual Work Plans based on alignment to the Plan for the Unit;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required.

##### ***Technical/Professional:***

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective Directors, legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations, to determine their potential impact on the business' objectives;
- Identifies, with senior management, potential threats and vulnerabilities for business processes, associated data and supporting capabilities, to assist in the evaluation of enterprise risk;
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register, to ensure that all identified risk factors are accounted for and recorded;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders, to ensure alignment;
- Assists in the development of a risk awareness programme and conducts training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-awareness culture;

- Identifies and evaluates risk response options and provides the Executive Management with information, to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders, for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management's approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates KRIs and management activities to assist relevant stakeholders in their decision making process;
- Facilitates independent risk assessments and risk management process reviews, to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and where necessary, challenges decisions that give rise to material risks;
- Build awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Customer and quality focus
- Excellent presentation skills
- Teamwork and cooperation
- Excellent interpersonal skills and people management skills
- Ability to work under pressure
- Excellent planning and organizing skills
- Excellent problem-solving/decision making skills
- Excellent leadership skills

#### ***Technical:***

- Strong monitoring, evaluation, analytical and report writing skills
- Use of technology- relevant computer applications such as Microsoft Office Suite and MS Project or other project tool
- Excellent knowledge of ERM framework and tools
- Sound technical knowledge and expertise to monitor business matters, Corporate governance matters, regulatory risks and regulatory change matters
- Sound knowledge of research methodology
- Excellent knowledge of Public Sector Management
- Sound knowledge of Government policy formulation, monitoring, and evaluation processes

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Management Studies, Public Administration, Business Administration or equivalent qualifications;
- Six (6) years' related experience working, with at least three (3) years in a Risk Management role;
- Specialized training in Risk Management.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 15<sup>th</sup> January, 2026, to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Infrastructure Development  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megid.gov.jm](mailto:human.resources@megid.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 line extending to the right.

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