



OFFICE OF THE SERVICES COMMISSIONS
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CIRCULAR No. 140
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5th June, 2018

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 **Principal Director (GMG/SEG 6) – (Not Vacant)** in the **Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$3,798,856 – \$4,515,646 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Chief Technical Director, Cabinet Support and Policy Division, the Principal Director is responsible for:

- Managing the activities of the Policy Analysis and Review Unit;
- Providing strategic policy advice and technical administrative and logistical support to Cabinet and its Committees;
- Facilitating cross-sectoral consultation and co-ordination on strategic matters;
- Conducting special investigations and research into urgent and strategic matters of high priority that require the attention of the Cabinet;
- Monitoring and evaluating in the short-term the implementation of Strategic programmes and projects.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Leads the Policy Analysis and Review Unit staff in critical reviews of Cabinet Submissions, Notes and technical papers received from Ministries to ensure robustness, consistency with Government priorities and consultation with key stakeholders;
- Provides advice to the Cabinet Secretary and Cabinet Committee Chairpersons on policy issues;
- Provides logistic and technical support to the Cabinet and its Committees for special meetings and retreats;
- Keeps abreast of global trends and changes in various sectors of Government and the Private Sector and makes information available as necessary;
- Assists in the preparation of a strategic framework for identifying Government priorities and for ensuring consistency with Government directions and priorities;
- Collaborates with Senior Policy Makers, technical experts, members of the Private Sector and other resource persons to analyze and review specific policies and initiatives to provide advice to the Prime Minister and the Cabinet of possible implications, views and reactions before implementation;
- Promotes a Corporate approach to policy development through the development and review of guidelines and standards for Cabinet Submissions and other relevant documents and publications;
- Provides advice to other Ministries and Agencies on National policies and Cabinet procedures;
- Represents the Office of the Cabinet on external committees and at meetings/conferences and other fora, as requested;
- Prepares and manages the Unit's Annual Budget in an efficient, effective and economical manner in accordance with the relevant legislation;
- Develops and implements a Succession Planning programme to ensure continuity of skills and competencies in the Unit and personal development and career advancement of employees in collaboration with the Human Resource Development and Management Division;

- Manages the welfare and development of staff in the Policy Analysis and Review Unit through the preparation of Performance Appraisals and recommendation of required training and development programmes.

Required Knowledge, Skills and Competencies

- Highly confidential and displays integrity and professionalism
- Highly developed social skills
- Excellent leadership and team-building skills
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision-making and problem-solving skills
- Excellent presentation, oral and written communication skills
- Well-developed Human Resource Management skills
- Knowledge of Government policies and procedures
- Good research skills

Minimum Required Qualification and Experience

- Master's Degree in Public Administration/Public Sector Management, Economics or any of the social sciences;
- Specialized training in policy analysis/development;
- Six (6) years' experience in Policy Development/Implementation or Economic or Social Planning at a senior managerial level preferably in the public sector.

Applications accompanied by résumés should be submitted **no later than Friday, 15th June, 2018 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 short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**