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CIRCULAR No. 54
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23rd February, 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 **Senior Policy Analyst (GMG/SEG 3) – (Not vacant)** in the **Policy Analysis and Review Unit, Cabinet Support and Policy Division, Office of the Cabinet**, salary range \$2,097,527 - \$2,493,300 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), assisting in building capacity in Ministries, Departments and Agencies (MDAs) in the development of policies and monitoring the implementation of Cabinet Decisions for assigned Ministry/Ministries.

Key Responsibilities

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

- Analyzes and evaluates feasibility of proposed and existing policies and their Economic/Environmental/Infrastructural/Social Impacts that are submitted by the assigned Ministry/Ministries;
- Provides technical support to Chairperson(s) of assigned Cabinet Committee(s);
- Monitors the implementation of Cabinet Decisions for assigned Ministry/Ministries;
- Assists in building capacity in Ministries in the development of policies;
- Assists in the maintenance of the Policy Register;
- Monitors the submission of Annual Reports by public bodies;
- Assists in the monitoring of the Government's Annual Legislation Programme.

Required Knowledge, Skills and Competencies

- Knowledge of Government structures, functions and policy environment
- Broad understanding of economic theories and cross-sectoral issues and programmes
- Knowledge of Public Sector Policy Formulation/Analysis
- Knowledge of pertinent research and analytical methodology and ability to apply such techniques to policy
- Flexibility to respond to changes in priorities and demands for work
- Ability to establish and maintain cooperative working relationships with senior level staff in MDAs and other stakeholders
- Excellent judgment, decision making and problem-solving skills
- Excellent planning, organizing and analytical skills
- Good presentation and oral and written communication skills
- Competent computer skills

Minimum Required Qualification and Experience

- Graduate Degree in Public Administration/Policy Analysis/Development Studies, Economics/Fiscal Policy, Social Policy;
- Specialized training in modern approaches to policy development and analysis and project management;

- At least 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 Friday, 9th March, 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.



M. Martinez (Mrs.)
for Chief Personnel Officer (acting)