



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 35 **OSC Ref. C. 6272¹⁸**

17th February, 2026

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 following posts in the **Office of the Prime Minister**:

1. **Policy Officer (GMG/SEG 1) (Not Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Administrative Assistant (GMG/AM 4) (Not Vacant)**, salary range \$2,803,771 - \$3,770,761 per annum.

1. **Policy Officer (GMG/SEG 1)**

Job Purpose

Under the general direction of the Principal Director, the Policy Officer is responsible for conducting research to inform policy development; the identification and monitoring of performance indicators for Agencies and assist with the facilitation of consultations with key stakeholders.

Key Responsibilities

Technical/Professional

- Generates data to inform policy development;
- Makes the necessary arrangements for the conduct of consultations with relevant stakeholders;
- Assists in guiding the consultation sessions in order to focus stakeholders on the issues under consideration;
- Conducts research and provides analysis and advice on policy issues;
- Assists in developing policy options and provides advice based on research on their effectiveness and impact;
- Collates and analyzes data from Departments and Agencies (DAs);
- Assists in the drafting of policy proposals for consideration and review;
- Contributes to the preparation of papers, submissions, briefs and correspondence;
- Assists with the monitoring of the implementation process for policies developed in DAs;
- Investigates urgent problems as assigned by the Chief Technical Director and report on findings to inform the formulation of policy solutions;
- Participates in the process of identifying relevant stakeholders to initiate the discussion for the development of policies in areas of identified gaps;
- Managed the records of the Branch to ensure that files are appropriately classified for ease of access;
- Maintains a database of strategic policy issues and actions undertaken;
- Monitors and analyzes domestic and or international issues; identifies strategic issues and determine policy implications;
- Assists in conducting impact assessment on policies being implemented;
- Assists with the preparation of Cabinet Submissions and Cabinet Notes;
- Assists with the review of Policy Documents, as directed.

Required Knowledge, Skills and Competencies

Core

- Integrity and Confidentiality;
- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Sound judgement, decision-making and problem-solving skills;
- Excellent research and analytical skills;
- Good networking and relationship-building skills, ability to function as a team player;
- Ability to make sound and logical conclusions;

- Ability to understand and think in strategic terms;

Technical

- Proficient in relevant computer applications and systems including Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of Research Methods, Policy Analysis and Survey Techniques;
- Knowledge of Government Policy and planning processes would be an asset;
- Knowledge of Cabinet Submissions and other policy documents would be an asset;
- Knowledge of the structure, roles and functions of the Government, Ministries and Agencies.

Minimum Required Qualification and Experience

- Degree in Public Administration/Policy Analysis/ Development Studies or equivalent;
- Specialized training in modern approaches to policy research would be an asset;
- At least three (3) years' experience in policy development /analysis would be an asset.

2. Administrative Assistant (GMG/AM 4)

Job Purpose

Under the general supervision of the Senior Assistant Attorney General, the Administrator provides administrative support, paralegal and secretarial services that enhance the Senior Assistant Attorney General's Office and the operations of the Legal Services Unit (LSU) in general. The Administrator co-ordinates the activities of the office, organizes meetings, and manages/monitors the Senior Assistant AG's calendar, drafts reports and other documentation; serves as liaison between the LSU and the Attorney General's Chambers Head Quarters; undertakes research on routine legal matters and drafts Briefs; ensures a proper records management system is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry its Departments and Agencies.

Key Responsibilities

Management/Administrative

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant Attorney General;
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant Attorney General and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSU's budget, corporate and operational plans, individual work plans, performance appraisal reports, leave schedules and training needs analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of cabinet submission; track the processing of these submissions;
- Ensures cabinet decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant Attorney General to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant Attorney General's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant Attorney General's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate;
- Works closely with the Senior Assistant Attorney General to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate;
- Processes all correspondence addressed to the Senior Assistant Attorney General; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU;

- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant Attorney General;
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Assists in the preparation of legal documents, under the guidance of the Senior Assistant Attorney General;
- Conducts research into legislation and other sources of law as directed;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents;
- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others

Technical

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of Cabinet Submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of Public Administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including Commercial Law, Public Law and Civil Proceedings.
- Good Knowledge of drafting legal documents
- Working knowledge of GOJ operations and of Public Sector issues.

Minimum Required Qualification and Experience

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification or training
- Minimum three (3) years' experience in a related field

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd March, 2026 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 flourish extending to the right.

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