



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 69 **OSC Ref. C.6593⁵**

9th April, 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 engaged as **Process/Business Analyst [for a period of two (2) years on contract/gratuity terms]** in the **Ministry of Tourism**, salary: \$5,397,864 per annum.

Job Purpose

The incumbent will analyze, document, standardize and optimize business and data processes across the Ministry of Tourism and its Public Bodies, in support of the Ministry-wide Data Governance Programme, ensuring that data ownership, stewardship, quality, protection and compliance controls are embedded into operational workflows and aligned with Government of Jamaica Public Sector governance requirements.

Key Responsibilities

Technical/Professional:

- Conducts stakeholder interviews, workshops and process walkthroughs;
- Analyses and documents end-to-end business and data processes;
- Develops formal process maps, narratives and documentation;
- Embeds data governance principles into operational workflows;
- Maps processes to data ownership, stewardship, classification, quality, privacy and audit requirements;
- Identifies governance gaps, risks and control weaknesses;
- Designs standardized To-Be processes aligned with governance policies and best practices;
- Recommends process improvements to reduce duplication, manual intervention and compliance risk;
- Translates governance and operational needs into functional and non-functional requirements;
- Supports procurement, configuration, and implementation of data governance and supporting Information Communication and Technology (ICT) tools;
- Facilitates validation and sign-off workshops;
- Contributes to SOPs, user guides and training materials;
- Supports organizational change initiatives related to data governance;
- Performs all other related duties and functions that may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Results oriented
- Accountability and integrity
- Effective communication skills
- Analytical thinking
- Teamwork and collaboration
- Stakeholder engagement and facilitation

Technical:

- Good business and process analysis
- Business process modelling (e.g. BPMN)
- Data governance and data lifecycle management
- Data quality management principles
- Knowledge of data protection, privacy and confidentiality requirements

- Requirements elicitation and documentation
- Risk identification

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration, Information Systems, Public Administration, Computer Science, or any other related discipline;
 - Three (3) years' experience as a Business Analyst/Process Analyst;
 - Demonstrated experience in business process reengineering and/or data governance initiatives;
 - Experience in the Public Sector or regulated environments is highly desirable;
- or**
- Any equivalent combination of qualifications and experience.

Special Condition Associated with the Job:

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd April, 2026 to:**

**Director, Human Resource Management and Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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.



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