



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 146 **OSC Ref. 6272¹⁶**

3rd August, 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 (**not vacant**) in the **Planning & Development Division, Office of the Prime Minister**:

1. **Development Analyst (GMG/ SEG 3)**, salary: \$5,198,035 per annum.
2. **Policy Analyst (GMG/SEG 3)**, salary: \$5,198, 035 per annum.

1. Development Analyst (GMG/ SEG 3)

Job Purpose

Under the direct supervision of the Principal Director, the Development Analyst will have responsibility for conducting research, analysis, and providing technical advice on matters relating to national and local development, including housing, infrastructure, planning, and sustainable development. The incumbent will support the development, implementation, monitoring, and evaluation of policies, programmes, and initiatives within these areas and provide guidance on emerging development issues impacting the Ministry and its portfolio entities.

The officer will monitor developments within the Sectors under the Ministry's purview, assess policy and legislative implications, and prepare analytical reports, briefing notes, position papers, and recommendations to support strategic decision-making. The Development Analyst will further provide communications and technical support to the Division, prepare Cabinet Submissions, Cabinet Notes, Ministerial Briefs, Speeches, and other official documents and contribute to the provision of evidence-based advice on housing, infrastructure, sustainable development, and related issues, as required.

Key Responsibilities

Technical /Professional

- Conducts relevant research using primary and secondary, qualitative and quantitative data, examining a wide range of policies issues relating to:
 - specified agency mandate and their impact on national and local development
 - Policy and regulatory arrangements in other markets/jurisdictions, especially North /Latin American and Caribbean, as well as countries which, have or have developed from economic conditions like Jamaica on areas identified by the OPM as policy priorities;
 - Policies mandated by the Prime Minister/ Permanent Secretary/Minister of Government for development/review and analysis.
- Provides analytical support in respect of major development projects, programmes and strategies.
- Undertakes review and analysis of proposals/reports from portfolio agencies and provides feedback
- Keeps abreast of GOJ policies and priorities on matters of development to inform direction and action, and be versant with legislation relating to the approvals process for major development projects, programmes and strategies.
- Liaises with local, regional and international agencies, as required, to achieve project objectives.
- Prepares Ministry Papers, Briefs, Cabinet Submissions/Notes, information for Press Releases, Presentations and Speeches in relation to the portfolio entities, as well as on behalf of the Prime Minister, Permanent Secretary and the Chief Technical Director, Planning and Development Division.
- Undertakes submissions for appointment of Boards and submission of Annual Reports to Parliament, in keeping with statutory limits, on behalf of portfolio agencies.
- Coordinates responses to questions posed in Parliament for submission to the Response Review committee.

- Liaises with Government Ministries/Departments/Agencies involved in the facilitation and promotion of OPM's Agency related projects.
- Monitors and advises on research data, papers and presentations on matters of development and especially those related to Jamaica and the Caribbean, developed by third parties (locally and internationally) and provide summary reports.
- Attend Technical Committee Meetings on behalf of the Ministry, and provides feedback as required.
- To coordinate and acquire data and publications required to support the work of the Division.

Management/Administrative

- Participates in the development of the Strategic/ Operational Plans and Budget for the Division;
- Participates in the preparation of the Division's Quarterly Performance Status Reports, Annual Reports and Operational Plans;
- Provides information for preparation of strategy/policy documents and assist with writing/editing as requested;
- Coordinates research initiatives spearheaded by the Planning and Development Division, including organizing and executing workshops or forums for Government Agencies/Ministries/stakeholders on development issues;
- Maintains a database on status of major projects – initiation, implementation and outcomes; providing periodic reports on project status;
- Assists with the preparation of reports and briefs for meetings with Committees or agencies;
- Follows-up on project matters by liaising with respective portfolio entities in relation to information gap, deficiencies and ambiguities;
- Provides assistance in the preparation of reports and briefs for meetings with Committees or agencies, as requested
- Represents the CTD/Principal Director at meetings and other fora, as requested;
- Attends meetings and other fora, as and when required
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core

- Integrity and confidentiality
- Excellent oral and written communication skills
- Excellent report writing and presentation skills
- Ability to work with a team in a dynamic environment
- Database management skills
- Excellent inter-personal and customer relations skills
- Excellent analytical skills
- Excellent judgement, decision making and problem-solving skills
- Excellent presentation and reporting skills

Technical

- Excellent research and analytical skills;
- Policy analysis/development/formulation techniques;
- Proficient in applicable techniques required in the preparation of Cabinet Submissions/Notes etc.
- Knowledge of GOJ's Policy Development and Legislative processes in order to drive the policy agenda and legislative programme, through the policy approval and Parliamentary processes.
- Knowledge of GOJ Procurement Act and Guidelines, Public Bodies Management and Accountability Act, FAA Act, and Executive Agencies Act, etc.
- Knowledge of Strategic/Corporate and Operational Planning
- Knowledge of Local Government and municipal planning processes
- Knowledge of infrastructure development policy, analysis and evaluation
- Knowledge of various quantitative and qualitative methods that can be used to analyze trends in statistical data.
- Proficient in the use of relevant computer applications especially Microsoft Office Suite (Word, Excel, Power Point) and also statistical software.

Minimum Required Qualification and Experience

- Graduate degree in Development Studies, Policy Analysis, Public Policy and Management or a related field from an accredited tertiary institution;
- Training in Research Theory and Methodology;
- At least five (5) year's experience in Policy Development and I, Data Analysis, Report Preparation and Cabinet Submissions.
- Training in Project Management would be an asset.

Special Condition Associated with the Job

- Required to work beyond normal work hours, whenever the need arises
- Travel both locally and overseas on official business as required.

2. Policy Analyst (GMG/SEG 3)

Job Purpose

Under the direct supervision of the Principal Director, the Policy Analyst will have responsibility for policy issues/directives of the Ministry, lead in research and analysis in a wide range of policy areas, develop and monitor implementation of policies and maintain liaison with specified entities under the purview of the Ministry (i.e. JSIF, CHASE Fund, EOJ, NIRA, NHT) to provide support, technical advice and ensure compliance with governing legislation.

The Policy Analyst will also provide communications support to the Division, generate reports on various aspects of the Division's activities, prepare Cabinet Submissions (i.e. for Contract Awards, Cabinet Notes, Official Travel Overseas, Appointment of Boards), Cabinet Notes to accompany Annual Reports or any other report being submitted to the Office of the Cabinet as well as the provision of technical advice generally, as and when required.

Key Responsibilities

Technical/Professional

- Conducts relevant research using primarily secondary data, examining a wide range of policy issues relating to:
 - specified agency mandate and their impact on overall public policy and their national implications;
 - Policy and regulatory arrangements in other markets/jurisdictions, especially North /Latin American and Caribbean, as well as countries which, have or have developed from economic conditions like Jamaica on areas identified by the OPM as policy priorities;
 - Policies mandated by the Prime Minister/ Permanent Secretary/Minister of Government for development/review and analysis.
- Supports national policy development and monitors implementation of government policies, including, but not limited to the Agencies that are under the purview of the Ministry;
- Undertakes review and analysis of proposals/reports from portfolio agencies and provides feedback;
- Undertakes submissions for appointment of Boards and submission of Annual Reports to Parliament, in keeping with Statutory limits, on behalf of portfolio agencies;
- Prepares Ministry Papers, Briefs, Cabinet Submissions/Notes, information for Press Releases, Presentations and Speeches in relation to the portfolio entities, as well as on behalf of the Prime Minister, Permanent Secretary and the Chief Technical Director, Planning and Development Division;
- Coordinates responses to questions posed in Parliament for submission to the Response Review committee;
- Provides analytical/technical support in respect of major project and policy proposals, as well as development strategies;
- Keeps abreast of GOJ policies and priorities on matters of development to inform direction and action, and be versant with policies/legislation relating to the development/approvals process (Development manual, GOJ Procurement Guidelines, Policy Development Guidelines);
- Liaises with local, regional and international Agencies, as required to achieve policy and project objectives;
- Liaises with Government Ministries/Departments/Agencies involved in the facilitation and promotion of OPM's Agency related projects;

- Monitors and advises on research data, papers and presentations on matters of development and especially those related to Jamaica and the Caribbean, developed by third parties (locally and internationally) and provide summary reports;
- Reviews Board Minutes and Financial Reports of assigned Agencies that are under the purview of the OPM and provides feedback;
- Attends Technical Committee Meetings on behalf of the Ministry, and provides feedback as required;

Management/Administrative

- Coordinates research initiatives spearheaded by the Planning and Development Division, including organizing and executing workshops or forums for Government Ministries, Departments and Agencies/Stakeholders on development and socio-economic issues;
- Participates in the development of the Strategic/ Operational Plans and Budget for the Division;
- Participates in the preparation of the Division's Quarterly Performance Status Reports, Annual Reports and Operational Plans;
- Establishes and maintains linkages with other relevant Agencies/Departments for collaboration on common objectives and information sharing;
- Provides information for preparation of strategy/policy documents and assists with writing/editing as requested;
- Maintains database on status of major projects initiation, implementation and outcomes and provides periodic reports on project status;
- Follows-up on project matters by liaising with respective portfolio entities in relation to information gap, deficiencies and ambiguities;
- Represents the CTD/Principal Director at meetings and other fora, as requested;
- Provides assistance in the preparation of reports and briefs for meetings with committees or Agencies, as requested;

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills;
- Excellent interpersonal and customer relations skills;
- Excellent report writing and presentation skills;
- Excellent leadership and management skills
- Demonstrates initiative and creativity;
- Excellent judgement, decision-making and problem solving skills;
- Excellent research and analytical skills;

Technical

- Policy analysis/development/formulation techniques;
- Proficient in applicable techniques required in the preparation of Cabinet Submissions/Notes etc.
- Knowledge of GOJ's Policy development and Legislative processes in order to drive the policy agenda and legislative programme, through the policy approval and Parliamentary processes.
- Knowledge of GOJ Procurement Act and Guidelines, Public Bodies Management and Accountability Act, FAA Act, and Executive Agencies Act, etc.
- Knowledge of Strategic/Corporate and Operational Planning
- Knowledge of various quantitative and qualitative methods that can be used to analyze trends in statistical data.
- Proficient in the use of relevant computer applications especially Microsoft Office Suite (Word, Excel, Power Point) and also statistical software.

Minimum Required Qualification and Experience

- Post Graduate Degree in Policy Analysis or Policy Development or Development Studies or any other related field from an accredited tertiary institution;
- Training in Research Theory and Methodology;
- At least five (5) years' experience in a policy development and research-oriented environment, data analysis, report preparation and Cabinet Submissions;
- Management and strategic/corporate planning training would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 17th August, 2026 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: 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 stroke extending to the right.

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