



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 181 **OSC Ref. C. 6608⁹**

21st September, 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 fill the following **vacant** posts in the **Bureau of Gender Affairs, Ministry of Culture, Gender, Entertainment and Sport**:

1. **Policy Analyst (GMG/SEG 2) Policy & Research Unit** salary: \$4,266,270 per annum.
2. **Administrative Manager (GMG/AM 4) Administrative Management Unit**, salary: \$2,803,771 per annum.

1. Policy Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Policy and Research, the Policy Analyst is responsible for conducting critical analysis of policy documents and contributes to the development and formulation of policies that will enhance the status of women and men economically, socially and politically.

Key Responsibilities

Management/Administrative

- Participates in the development and implementation of the Branch's Operational Plan and Annual Budget;
- Contributes to the maintenance of the gender database;
- Prepares and submits reports and technical papers, as requested;
- Prepares summaries of workshops conducted by the Bureau and provides gender analysis;
- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora, as required.

Technical/Professional

- Reviews government policies and priority programmes to ensure that gaps in gender related issues and sensitivity are highlighted;
- Conducts gender analysis of policy documents from various Ministries/Departments/Agencies (MDAs); and ensure currency and relevance to the dynamics of the environment;
- Writes proposals to Funding Agencies to support policies and programme;
- Assists in determining policy areas of immediate need and highlight priority and participates in research and data collection activities undertaken by the Branch;
- Conducts workshops, public education and sensitization sessions;
- Liaises and develops linkages with Public and Private Sector agencies and Non-Government Organizations (NGOs) in gathering gender sensitive data, translating policies into programmes and for collaboration on gender issues;
- Works with MDAs and focal points in developing gender mainstreaming policies within their agencies;
- Analyzes and assesses the impact of existing and proposed policies and legislation on women, girls, men and boys;
- Manages the collection, compilation and relevance of quantitative and qualitative data as well as summarize and analyze the data;
- Reviews other data, published research and other material which can impact the development of policies;
- Demonstrates and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Division.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Compliance
- Integrity
- Good interpersonal skills
- Teamwork and cooperation
- Good customer/client focus
- Making effective decisions

Functional/Technical:

- Functional/Technical Competencies
- Policy Development
- Research and Analysis
- Consulting and Negotiating
- Monitoring and Evaluation
- Knowledge of the Political Environment
- Knowledge of Legislations, Policies and Procedures

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Sciences, Gender and Development studies or related discipline;
- Specialized training in gender studies inclusive of women and men development;
- At least three (3) years' work experience in a gender analysis, research and policy development environment.

Special Conditions Associated with the Job

- Typical working environment
- There can be high pressure when deadlines are to be met
- Travelling within Jamaica and external to Jamaica is expected
- Extended working hours are expected

2. Administrative Manager (GMG/AM 4)

Job Purpose

Under the direction of the Principal Director, the Administrative Manager is responsible for managing the administrative and support services of the Bureau of Gender Affairs in the areas of Human Resource Management, Office Management, and Registry in keeping with the policies and procedures of the Ministry.

Key Responsibilities

Management/Administration

- Participates in the development and implementation of programmes for the Branch's corporate and Operational Plans;
- Assists with the preparation of the Branch's Annual Budget;
- Manages the purchase of goods and services for the Bureau of Gender Affairs;
- Monitors and evaluates the application and implementation of financial, administrative and human resources processes and procedures to ensure consistency and compliance with established acts, regulations and policies of the Ministry and the Branch;
- Prepares and submits standard and special reports as required;
- Provides advice to the Principal Director, Bureau of Gender Affairs and managers on technical matters of finance and accounts, Human Resource and Office Management as required;
- Maintains procedures manuals for all functional areas within the span of control and ensures that they are easily accessible by staff;
- Represents the Branch at meetings, conferences and other fora as required;
- Prepares and submits activity and other reports, as requested.

Technical/Professional

- Ensures the preparation and maintenance of up-to-date personnel records;
- Establishes and maintains a communication system to facilitate the timely and effective flow of information on employee related matters between the Bureau and the Parent Ministry;
- Liaises with the Parent Ministry for the recruitment of staff ensuring that established procedures and policies are adhered to;
- Establishes and implements an orientation programme for new recruits to the Bureau;
- Liaises with the Parent Ministry for the administration of disciplinary and grievance procedures within the Branch;
- Manages the administration of leave for the Division - sick, vacation, departmental, study within established guidelines;
- Coordinates the implementation and administration of the performance management programme within the Bureau;
- Collaborate with Branch Directors and the Parent Ministry, develop a training programme for the Division to facilitate the continuous learning and development of staff;
- Provides assistance to managers in the preparation of Job Descriptions, as required.

Finance and Accounts

- Manages the purchases of goods and services for the Branch within established guidelines;
- Monitors and ensures the timely preparation and submission of financial reports to the Parent Ministry;
- Assists with the review and analysis of financial reports and makes recommendations for changes to budget and expenditure plans, where necessary;
- Establishes and oversees the implementation of cost saving activities/systems within the Branch;
- Monitors Petty Cash disbursement.

Office Management

- Ensures that the office environment and building services are of the highest standards and conducive to work;
- Develops and implements systems to maintain asset inventory control and coordinated the movement, repair and disposal of assets;
- Ensures the development and maintenance of an appropriate and modern records and mail management system for the Branch;
- Collaborates with the Parent Ministry for the implementation of the Access to Information Act within the Branch.

Human Resource Management

- Develops and manages the performance of the unit and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the unit by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the division/section/unit and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings, as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the division/section/unit and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Compliance
- Integrity
- Good interpersonal skills
- Teamwork and cooperation
- Good customer/client focus
- Good decision making skills
- Driving continuous change and improvements
- Good leadership skills

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies or Public Administration or equivalent from a recognised institution;
- Training in Supervisory Management, Human Resource Management and Office Management Practices would be an asset
- At least three (3) years' experience in a similar position

Special Conditions Associated with the Job

- Typical working environment
- There can be high pressure when deadlines are to be met.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd October, 2026 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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)**