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CIRCULAR No. 216 **12th November, 2026**
OSC Ref. C. C6272[19]

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 **vacant** post of **Enterprise Risk Management Analyst (GMG/SEG 3)** in the **Executive Office, Office of the Cabinet**, salary: $5,457,937 per annum.

Job Purpose

Under the general direction of the Principal Director, Programme Management and Evaluation, the Enterprise Risk Management Analyst is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the Ministry and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks.

The Enterprise Risk Management Analyst will support the Principal Director, Programme Management and Evaluation and the Management Team in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards regarding all aspects of the enterprise-wide risk management program.

The Enterprise Risk Management Analyst will also participate in educating and advising management and staff on risk management.

Key Responsibilities

Technical/Professional

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective managers legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies, with senior leadership, potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senor leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;

- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Performs risk assessments by analyzing current risks and identifying potential risks that may impact the Ministry;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and when necessary, challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans;
- Provides support and training to staff in building risk awareness;

Management/Administrative

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Units and organization's goals;
- Assists with the preparation and conducts presentations on the role of Unit for the Orientation and Onboarding programme.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills;
- Excellent oral and written communication and presentation skills;
- Excellent negotiating skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent research skills;
- Excellent interpersonal skills (ability to communicate and manage relationships at all

Technical

- Levels with business users, financial institutions and vendors;
- Excellent judgment, decision making and problem-solving skills;
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored;
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements;
- Ability to monitor and report on programme/project budgets;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools.
- Sound Enterprise Risk Management principles and philosophy;
- Sound understanding of enterprise risk management frameworks and tools;
- Knowledge of best practice standards for Risk Management, Business Operations and Information / Technology Operations and Processes;
- Knowledge of the principles of Public Sector management;
- Knowledge of Government policy formulation, monitoring and evaluation processes;
- Sound understanding of Research Methodology.

Minimum Required Education and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
- Specialized training in Risk Management;
- Three (3) years experience in risk management.

Applications, accompanied by Résumés, should be submitted **no later than Wednesday, 25th November, 2026, to:**

Senior Director
Human Resource Development & Management Division
Office of the Cabinet
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.

M. Greene (Mrs.)
for Chief Personnel Officer