



Ministry of National Security

VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of:

POLICY PROGRAMME DEVELOPMENT SPECIALIST (GMG/SEG 3)
LAW ENFORCEMENT, FORENSICS, BORDER SECURITY, DEFENCE & PROTECTIVE SECURITY DIVISION

SALARY SCALE: \$2,336,309.00 – \$2,777,138.00

TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:

JOB PURPOSE:

Supports the Chief Technical Director and MNS Policy Divisions by co-ordinating, supporting and monitoring the portfolio/programme of the Division, including demand and supply planning, performance reporting and risk management tracking of policy programmes and projects. Also provides technical support and expertise with respect to estimate costing of policies/ projects; liaising with international donors/ funders and PIOJ with respect to sourcing of funding for projects and programmes; and facilitating/ co-ordinating international relations activities through assignment of ownership to the relevant Branch or Unit Head as per the area of expertise required.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Reviews proposed policies to ensure coherence and co-ordination of policy programmes and alignment with the Ministry's strategic objectives and develops recommendations for the CTD;
- Monitors programmes and schedules and identifies gaps in capacity for programme delivery;
- Develops implementation plans to deliver activities identified;
- Maintains the Risk Register for the Division's programmes;
- Monitors, reports, plans and prepares budget as needed to assure effective project and financial management and communication of project results and objectives by:
 - Developing and maintaining project reports and records, including budget and activities tracking based on indicators to demonstrate impact;
 - Liaising with donor and relevant international institutions such as implementing partners to provide required reporting to meet requirements of donor agreement and international standards;
 - Disseminating project outcomes and lessons learned, including keeping relevant sections of the MNS website and other information products updated, as appropriate.
- Helps strengthen the implementation of programmes by:
 - Identifying results and lessons learned from projects and initiatives for corporate United Nation (UN) Environment reporting;
 - Liaising with relevant GoJ MDAs and other partners, including private sector, working on similar initiatives to identify areas for collaboration.
- Provides programme consultation in areas such as policy intent and regulatory requirements;
- Interprets policies and procedures to facilitate service delivery and programme performance;
- Provides guidance and support to programmes through research, supervision, and liaison activities;
- Monitors progress of programme objectives that affect the quality and level of services provided and the programme's success;
- Represents the Division at related conferences and workshops;
- Analyses policy proposals to ensure that budgetary implications are identified, including legislation and special projects, both long and short term, and implications across the portfolio to ensure adequate and sustainable funding arrangements are identified;
- Facilitates the implementation of key activities of the Division's mandate by identifying opportunities for external funding;
- Leads the development and preparation of proposals for funding as required;

- Organizes the development and institutionalization of specific committees to facilitate the involvement of funding partners in the Branch's programming work with NGO's and CBO's and other related organizations to identify relevant capacity building needs and types of technical assistance required;
- Conducts regular field visits to service delivery points for consultation with other relevant parties;
- Establishes mechanisms for evaluating the needs of key partners (NGO, CBO) and leveraging funding and technical support to facilitate improved contribution to Law Enforcement, Forensics, Borders, Defence and Protective Security Division activities
- Develops an effective communication strategy that facilitates sharing of information with all levels of project staff and external audiences;

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree or advanced courses in Management, Public Policy, Business, International Relations, Finance, Project Management or related discipline;
- Five (5) years' experience in similar position in public, private or charity sector, e.g. portfolio management, fund raising, international relations.

SPECIFIC KNOWLEDGE & SKILLS:

- Experience in inter-agency collaboration and networking;
- Experience in portfolio management;
- Excellent financial/ mathematic skills;
- Excellent interpersonal and team working skills including ability to work collaboratively with colleagues to achieve organizational goals;
- Excellent problem solving skills;
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations;
- Ability to write reports and develop Work Plans;
- Sound project management and project appraisal skills;
- Sound knowledge of principles and practices of results based management;
- Excellent oral and written communication skills including preparing and delivering presentations.

Knowledge of:

- Business and management principles involved in strategic planning, financial management, resource allocation, demand planning, leadership technique, production methods, and coordination of people and resources;
- Jamaica crime, borders, forensics and the relevant laws, regulations, policies and procedures relevant to various programmes are preferred;
- Portfolio and programme management practices, techniques, methods and instruments;
- Knowledge of modalities, policies and processes practiced by international agencies, financial institutions, NGOs and international private sector organizations;
- Government Policy, Policy Development and Planning processes.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, June 14, 2019**, to the:-

Director, Human Resource Management & Administration
 Ministry of National Security
 4th Floor NCB North Tower
 2 Oxford Road
 Kingston 5
 Email: jobopp@mns.gov.jm

Subject: Policy Programme Specialist (GMG/SEG 3)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted