



## Ministry of National Security

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### VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill two (2) positions of:

#### **POLICY ANALYST, FORENSICS (GMG/SEG 2) LAW ENFORCEMENT, FORENSICS AND DEFENCE BRANCH**

**SALARY SCALE: \$1,927,065.00 – \$2,290,674.00**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;**

**\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### **JOB PURPOSE:**

The incumbent is responsible for developing and analyzing policies, programmes and initiatives with a view to support and enhance the Institute of Forensics Science & Legal Medicine (IFS&LM) capabilities of solving crimes through the application of scientific methods.

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

#### **KEY RESPONSIBILITIES:**

- Scans environment and analyzes current and emerging trends in forensics to identify new policy issues/topics;
- Conducts research and periodic needs assessment primarily for the IFS&LM as a means to determine policies, legislation and programmes requirements;
- Designs, develops and administers survey instruments;
- Collates and analyzes data to determine viable policy objectives;
- Clarifies policy objectives relevant to forensics and identify potential conflicts in terms of objectives and interest;
- Develops criteria and indicators to assess progress towards objective;
- Benchmarks policies and legislation in other jurisdictions and determines feasibility for adoption;
- Identifies alternative viable policy instruments, their probable direct and indirect consequences;
- Facilitates consultation sessions and related seminars to develop sound policy options and effective initiatives/programmes to get the involvement of key stakeholders;
- Engages in feedback to ensure involvement of key stakeholders;
- Clarifies and makes adjustments to discussion papers;
- Drafts policy proposals/ policies to address issues identified for approval;
- Compares policy options with existing policies to ascertain potential effectiveness and impact;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and Technical Reports;
- Submit draft policies for review and make the necessary adjustments;
- Generates data in collaboration with the Monitoring & Evaluation, Research & Data Analytics Branch to inform policy decisions;
- Designs, develops and implements a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Identifies risks associated with policy development, implementation and evaluation;
- Maintains Risk Register of risks identified;
- Implements measures for mitigating potential risks or risks identified;
- Decides the impact/effect of the risk on various stakeholders;
- Evaluates risk (s) and decide on control measures/matrices;
- Establishes good and productive working relationships with stakeholders;
- Maintains a database of stakeholder's relative to forensics matters;
- Responds to requests for data analysis and information/knowledge sharing;
- Contributes to Jamaica's obligations to international and regional bilateral conventions to agreements;
- Prepares responses to requests for information from international, regional and local organizations relating to forensics;
- Participates in the development of the Branch's Quarterly and Annual Performance Reports;
- Assists with the development of templates, Codes and Practice, Terms of Reference, and Memorandum of Understanding.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree in Public Policy, Public Management or related area;
- At least two (2) years' experience in policy development;

**SPECIFIC KNOWLEDGE & SKILLS:**

- Training in Policy Development, Review and Implementation;
- Preparation of Cabinet Submissions/Notes/Ministry Papers;
- Strong organizational and Programme Management skills;
- Knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;
- Sound understanding of social, economic and scientific research processes;
- Understanding of economic and scientific research processes.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel overseas;
- Typical working condition

Interested persons should forward their applications and résumés **NO LATER THAN Friday, August 30, 2019**, to the: -

Director, Human Resource Management & Administration  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Policy Analyst, Forensics (GMG/SEG 2)**

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