



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

POLICY ANALYST, LAW ENFORCEMENT (GMG/SEG 2) - NOT VACANT

LAW ENFORCEMENT FORENSICS, BORDER DEFENCE AND PROTECTIVE SECURITY POLICY DIVISION

SALARY SCALE: \$2,104,355.00 – \$2,501,416.00
TRAVELLING ALLOWANCE: \$894,924.00 Per Annum with Motor Vehicle;
\$362,472.00 Per Annum without Motor Vehicle:

JOB PURPOSE:

The incumbent will develop and analyze policies by undertaking the design, implementation, monitoring and evaluation with a view to support and enhance law enforcement capabilities.

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

KEY RESPONSIBILITIES:

To identify and prioritize policy issues, develop objectives and alternative viable policy instruments in relation to Law Enforcement:

- Scans environment and analyzes current and emerging trends in law enforcement to identify new policy issues/topics;
- Conducts research and periodic needs assessment primarily for the JCF and MOCA as a means to determine policies, legislation and programmes;
- Designs, develops and administers survey instruments;
- Collates and analyzes data to determine viable policy objectives;
- Clarifies policy objectives relevant to Law Enforcement 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;
- Prepares discussion paper based on findings.

To engage in consultations to inform the best possible policy options:

- 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 paper

Design and develop viable policy packages, with associated strategies to obtain political support and to ensure organizational effectiveness:

- 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;
- Makes recommendations for new policies;
- Submit draft policies for review and make the necessary adjustments;

To establish mechanisms to monitor and evaluate policies, programmes, initiatives and projects implemented for the achievement of the objectives:

- 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;
- Makes recommendations based on findings.

To establish mechanisms to conduct policy risk analysis and develop mitigating plans:

- Identifies risks associated with policy;
- Decides the impact/effect of the risk on various stakeholders;
- Evaluates the risks and decide on control measures/matrices;
- Records findings in Risk Register;
- Reviews findings and update as and when necessary;
- Implements measures for mitigating risks identified.

To establish and maintain strategic and co-operative relationships with stakeholders in supporting the development of policies, programmes and initiatives:

- Establishes good and productive working relationships with stakeholders;
- Maintains a database of stakeholders relative to law enforcement 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 law enforcement;

To provide technical support to the Law Enforcement, Forensics Policy and Defence Affairs Branch in achieving its strategic objectives:

- Prepares letters and memoranda;
- Participates in the development of the Branch's Strategic Business and Operational Plans;
- Participates in the development of the Branch's Quarterly and Annual Performance Reports;
- Prepares and submits individual Work Plan to supervisor for consensus;
- Assists with the development of templates, Codes and Practice, Terms of Reference, and Memorandum of Understanding;

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bsc. in Public Policy, Public Management or equivalent;
- At least two (2) year 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;
- 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, June 24, 2022** to the: -

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

Subject: Policy Analyst, Law Enforcement (GMG/SEG 2)

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