



## Ministry of National Security

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### CAREER OPPORTUNITY

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

**POLICY MANAGER, PROTECTIVE SECURITY & SMALL ARMS (GMG/SEG 3) - NOT VACANT**  
**LAW ENFORCEMENT FORENSICS, BORDER DEFENCE AND PROTECTIVE SECURITY POLICY DIVISION**

**SALARY SCALE: \$2,551,250.00 – \$3,032,634.00**  
**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 providing technical policy support in the areas of protective security and small arms, working with the Senior Policy Director and liaising with the Firearm Licensing Authority (FLA) and Private Security Regulation Authority (PSRA) to strengthen the capabilities through the development of policies, legislation, operational and technological requirements.

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

#### KEY RESPONSIBILITIES:

- Supports the process of environment scanning, analysis of current and emerging trends regarding protective security, small arms and the private security industry to identify new policy issues/topics;
- Contributes to research and periodic needs assessment, conducted primarily for the FLA and PSRA as a means to determine policies, legislation, programmes, and operational and technological requirements;
- Identifies and proposes policy development areas and presenting these with supporting arguments and data where available;
- Provides feedback on proposed policy objectives relevant to protective security and small arms and identifies potential conflicts in terms of objectives and interest;
- Stays abreast of policies and legislation in other jurisdictions and determining feasibility for adoption;
- Manages consultations and related seminars to develop sound policy options and effective initiatives/programmes to get the involvement of key stakeholders;
- Assists with conducting surveys to assess the impact of policy options for governing the services of FLA and PSRA;
- Contribute to the review of draft Policy Proposals, Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and Technical Reports;
- Assists with the designing, development and implementation of a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Monitors the implementation and maintenance of recommendations for strengthening the policy, operational and technological requirements of the FLA and PSRA;
- Monitors outcomes from international conventions, legislation, technology changes and other developments to assess the impact on the legislation/policy regarding forensics and recommends amendments;
- Identifies risks associated with policy and recommends measures to be implemented for mitigation;
- Meets with stakeholders regarding the policy/programmes, issues/concerns about border security and provides updates to the Director;
- Ensures responses to requests for information from international, regional and local organizations relating to forensics are provided.

#### MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor of Science Degree in Public Policy, Public Management or equivalent from an accredited institution;
- At least two (2) years of experience in Policy Development;
- At least three (3) years of experience working in Law Enforcement would be an asset.

**SPECIFIC KNOWLEDGE & SKILLS WHICH WOULD BE AN ASSET:**

- 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:**

- Typical working conditions;
- 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 locally and overseas.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, August 5, 2022** to the: -

Director, Human Resource Management and Administration (Acting)  
Human Resource Management and Administration Branch  
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 Manager, Protective Security & Small Arms (GMG/SEG 3)**

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