



Ministry of National Security

CAREER OPPORTUNITY

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

POLICY ANALYST, INTERNATIONAL SECURITY RELATIONS (GMG/SEG 2)

CONTRACT

**LAW ENFORCEMENT, FORENSICS, BORDER SECURITY DEFENCE & PROTECTIVE SECURITY
DIVISION**

SALARY SCALE: \$3,332,803.00– \$4,482,249.00

JOB PURPOSE:

The incumbent is responsible for support the Policy Manager, International Security Relations in the development of security policies in respect of Jamaica's obligations to International, Regional and Bi-lateral conventions and agreements facilitating Jamaica's contribution to regional and international security.

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

KEY RESPONSIBILITIES:

- Researches, analyses and monitors developments on issues relating regional and international organisations in which the Ministry has an interest;
- Assists in the formulation of policies, position papers and other technical documents in accordance with international conventions, Memoranda of Understanding (MOU) and agreements;
- Organises and attends meetings between the Ministry and international missions and other regional or international organisations in Jamaica and overseas;
- Prepares responses to queries and questionnaires from regional and international organisations and partners as directed in collaboration with the Policy Directorate;
- Acts as a point of contact on international security in the Ministry and responds to general enquiries and information requests from regional and international organisations and missions in Jamaica, in collaboration with the wider Policy Directorate as required;
- Provides technical support to the Director ISR and Policy Manager as directed relating to other duties assigned which may involve organizations outside of the region/hemisphere;
- Assists in the proper documentation and storage of the documents produced by the International Relations Security and Organised Crime Unit;
- Participates in the preparation of operational plans, annual budgets and periodic reports;
- Performs other related duties as assigned.

MINIMUM QUALIFICATION AND EXPERIENCE:

- BSc degree in International Relations, Public Policy, Public Management or equivalent;
- At least two (2) years of experience in policy development

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- 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.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, December 16, 2022** to the:

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

Subject: Policy Analyst, International Security Relations (GMG/SEG 2)

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