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) - VACANT

LAW ENFORCEMENT FORENSICS, BORDER DEFENCE AND PROTECTIVE SECURITY POLICY DIVISION

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

JOB PURPOSE:

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

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

KEY RESPONSIBILITIES:

- 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;
- Clarifies policy objectives relevant to Law Enforcement and identifies potential conflicts in terms of objectives and interest;
- Collates and analyzes data to determine viable policy objectives
- Develops criteria and indicators to assess progress towards the objective;
- Benchmarks policies and legislation in other jurisdictions and determines feasibility for adoption;
- Designs, develops and administers survey instruments;
- Identifies alternative viable policy instruments, and their probable direct and indirect consequences;
- Prepares discussion paper based on findings.
- Facilitates consultation sessions and related seminars to develop sound policy options and effective initiatives/programmes to get the involvement of key stakeholders;
- Drafts policy proposals/ policies to address issues identified for approval;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and Technical Reports;
- 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;
- 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;
- 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 of 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, March 17, 2023** 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)**

Please note that we thank all for responding but only shortlisted applicants will be contacted.