



Ministry of National Security

CAREER OPPORTUNITY

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

POLICY MANAGER, LAW ENFORCEMENT (GMG/SEG 3) - VACANT **LAW ENFORCEMENT, FORENSICS, BORDER SECURITY DEFENCE & PROTECTIVE SECURITY** **DIVISION**

SALARY SCALE: \$4,594,306.00 – 6,178,830.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for the coordination, development and delivery of the Ministry's policy agenda and legislative framework geared at influencing changes and improving systems and processes relating to Law Enforcement.

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

KEY RESPONSIBILITIES:

- Guides policy and legislative research on matters related to law enforcement;
- Drafts policy proposals and makes recommendations for development;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and other Technical Reports;
- Develops templates, Codes and practices, Terms of References (TORs), Memorandum of Understanding (MOUs) to support portfolio areas of law enforcement;
- Coordinates and manages data generated in collaboration with the Monitoring & Evaluation, Research & Data Analytics Branch to inform policy decisions;
- Guides the establishment of monitoring and evaluation frameworks to evaluate the effectiveness of policies, programmes and initiatives implemented or being implemented;
- Manages and coordinates consultation sessions with stakeholders and ensure relevant information is captured and disseminated;
- Manages the development of policy options and ascertains potential effectiveness, impact and make recommendations for new policies;
- Manages the implementation of strategies for institutional and individual capacity building on data collection, collation and reporting procedures;
- Conducts risk assessments and recommends areas for improvement;
- Prepares responses to requests for information from international, regional and local organizations relating to law enforcement;
- Recommends policy options related to law enforcement to the Senior Director, Law Enforcement, Forensics Policy and Defence Affairs Branch;
- Establishes and maintains communication linkages between/among regional and international partners, with a view to identifying opportunities for closer collaboration on matters relating to law enforcement;
- Participates in negotiations and/provides technical advice on international security and serious organized crime related matters to inform the decision to accede to all bilateral and regional agreements between Jamaica and other nation states;
- Represents the Ministry at local, regional and international conventions workshops and meetings relevant to law enforcement policy issues;
- Plans, organizes and directs the work of the section by overseeing the development of the Strategic Business and Operational and Work Plans and Budget;
- Develops and manages the performance of direct reports including transferring skills, setting performance targets, monitoring performance, providing feedback and arranging for training.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Public Policy, Public Management or related area;
- At least three (3) years' experience with at least two (2) years in a senior management position;
- At least two (2) years' experience in policy development, implementation and evaluation.

SPECIFIC KNOWLEDGE & SKILLS:

- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to international security;
- Good understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security;
- Good leadership, coordination and time management skills;
- Good human relations and negotiations skills;
- High levels of integrity and professionalism;
- Good human resource management and development skills;
- Excellent knowledge in preparing of Cabinet Submissions/Notes;
- 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, July 28, 2023** to the: -

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

Subject: Policy Manager, Law Enforcement (GMG/SEG 3)

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