



Ministry of National Security

CAREER OPPORTUNITY

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

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

SALARY SCALE: \$5,198,035.00 -\$6,990,779.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for providing expert advice on border security related matters to support the Passport Immigration & Citizenship Agency (PICA), the Jamaica Constabulary Force (JCF) and Jamaica Defence Force (JDF) in integrating and strengthening capabilities, technologies and national strategies to fulfill its mandate. Additionally, the incumbent will act as a liaison on non-security issues that requires the participation and involvement of the PICA, JCF, JDF and other portfolio entities that treat with border security related matters.

KEY RESPONSIBILITIES:

The responsibilities include but are not necessarily limited to the following:

- Guides policy and legislative research on border security related matters;
- Reviews data generated in collaboration with the Monitoring & Evaluation, Research and Data Analytics Branch to inform policy decisions;
- Steers benchmarking activities in other jurisdictions and recommends areas for adoption;
- Reviews draft policy proposals / policies and advances recommendations for development;
- Initiates the development of policy options and ascertains potential effectiveness, impact and makes recommendations for new policies;
- Prepares and reviews Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and other Technical Reports;
- Prepares responses to requests for information from international, regional and local organizations relating to border security.
- Researches opportunities and establishes relationships with stakeholders;
- Manages interventions geared at strengthening border security capabilities;
- Works collaboratively with stakeholders in developing strategies to achieve the Ministry's objectives relating to border security;
- Monitors international conventions, legislation, technology changes and other critical developments in border security and assesses potential impact on local border security strategies and policies;
- Participates consultation sessions, think tanks and other related seminars in developing sound and effective policies, initiatives and programmes to support the PICA, JCF, JDF and other portfolio entities with border security mandate;
- Manages and coordinates the development of templates, Codes and Practices, Terms of References (TORs), Memorandum of Understandings (MOUs) to support portfolio areas of border security;
- Commissions and oversees research related to border security; Guides the development and preparation of papers, submissions and other matters for consideration by the Hon. Minister/Permanent Secretary;
- Develops and informs models, frameworks, plans, guidelines, and other services to mitigate risks in the PICA, JCF, JDF and other portfolio entities with border security mandate;
- Monitors the implementation of recommendations of the Hon. Minister /Permanent Secretary.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelors Degree in Public Policy, Public Management and related discipline;
- Three (4) years' experience with at least two (2) years in a management position in a law enforcement entity;
- At least three (3) years experience in policy development, implementation and evaluation.

SPECIFIC KNOWLEDGE & SKILLS:

- Coordination and time management skills;
- Human relations and negotiations skills;
- High levels of integrity and professionalism;
- Sound analytical, problem-solving and sound judgment skills;
- Strong human resource management and development skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to manage complex, demanding work environment, manage workloads and prioritize among conflicting demands;
- Thorough knowledge and understanding of international policy, conventions, treaties and legislation related to law enforcement;
- Sound understanding of government operations, management and practices, including a strong appreciation of the interconnectedness of government entities involved in and/or impacting national security;
- Working knowledge of financial management and budgeting
- Working knowledge of relevant information and communication technologies
- Excellent knowledge in preparing Cabinet Submissions/Notes;
- Strong organizational and project/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, MONDAY, DECEMBER 9, 2024** to:

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

[Subject: Policy Manager, Border Security \(GMG/SEG 3\)](#)

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