



Ministry of National Security

CAREER OPPORTUNITY

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

POLICY PROGRAMME DEVELOPMENT SPECIALIST (GMG/SEG 3) –VACANT LAW ENFORCEMENT FORENSICS BORDER SECURITY DEFENCE AND PROTECTIVE SECURITY DIVISION

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

JOB PURPOSE:

The incumbent is responsible for supporting the Chief Technical Director and the Law Enforcement Forensics Border Security Defence and Protective Security Division by coordinating, monitoring and evaluating the portfolio/programme of the Division.

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

KEY RESPONSIBILITIES:

- Reviews proposed policies to ensure coherence and coordination of policy programmes and alignment with the Ministry's strategic objectives and develops recommendations for the Chief Technical Director;
- Coordinates the activities of the programme's implementing partners, external consultants, and other key resource persons involved;
- Provides monitoring, reporting, budgeting and planning as needed to ensure effective project and financial management and communication of project results and objectives;
- Developing and maintaining project reports and records, including budget and tracking activities based on indicators to demonstrate impact;
- Liaising with donor and relevant international institutions to provide required reporting to meet requirements of donor agreement and international standards;
- Collates and analyzes data from Departments and Agencies and assists in the drafting of reports on findings;
- Provides programme consultation in such areas as policy intent and regulatory requirements;
- Interprets policies and procedures to facilitate service delivery and programme performance;
- Contributes to the preparation of papers, submissions, briefs and correspondences for senior management, the Cabinet Minister and others;
- Provides guidance and support to programmes through research, supervision, and liaison activities;
- Assists in the drafting of policy proposals for consideration and review by the Minister;
- Liaises with personnel involve in other relevant projects, networks and initiatives (internal and external Divisions) to bring best practices and relevant knowledge and lessons learnt;
- Analyses policy proposals to ensure that budgetary implications are identified, including legislation and special projects, both long and short term, and implications across the portfolio to ensure that adequate and sustainable funding arrangements are identified;
- Facilitates the implementation of key areas of the Division's mandate by identifying opportunities for external funding;
- Assists in the development and preparation of proposals for funding as required;
- Develops an effective communication strategy that facilitates sharing of information with all levels of project staff and external audiences;
- Performs other work related duties as directed.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in management studies, public policy, business administration, international relations, project management or related equivalent;
- Five (5) years' experience in similar position in public, private or charity sector, e.g. portfolio management, fund raising, international relations.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Excellent interpersonal and team working skills including ability to work collaboratively with colleagues to achieve organizational goals;
- Excellent problem solving skills;
- Sound project management and project appraisal skills;
- Sound knowledge of principles and practices of results based management;
- Excellent oral and written communication skills including preparing and delivering presentations;
- Sound knowledge of portfolio and programme management practices, techniques, methods and instruments;
- Knowledge of modalities, policies and processes practiced by international agencies, financial institutions, NGOs and international private sector organizations;
- Sound knowledge of Government Policy, Policy Development and Planning processes.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal working environment;
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays.

Interested persons should forward their applications and resume **NO LATER THAN Monday, December 9, 2024** to the: -

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 Programme Development Specialist (GMG/SEG 3)

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