



## Ministry of National Security

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### 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) – VACANT**  
LAW ENFORCEMENT, FORENSICS, BORDER SECURITY DEFENCE & PROTECTIVE SECURITY  
DIVISION

**SALARY SCALE: \$4,226,803.00– \$5,737,658.00 PER ANNUM**

#### JOB PURPOSE

The incumbent is responsible for supporting the Senior Director, International Security Relations, to coordinate, monitor and develop policies, programmes and strategies to support Jamaica's commitments in keeping with bilateral, regional and international conventions and agreements, to increase its contribution and response to issues that impact national security.

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

#### KEY RESPONSIBILITIES

- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Technical Briefs and Reports, and correspondences;
- Monitors the implementation of security agreements, conventions and related programmes to ensure Jamaica's compliance and conformity with international security obligations at the regional, sub-regional and international levels;
- Scans environment and analyzes current and emerging trends in international security to identify new policy issues/topics and their impact on national security;
- Clarifies policy objectives relevant to international security and identifies potential conflicts in terms of stakeholders' objectives and interests;
- Maintains positive bilateral and multilateral relationships through increased policy cooperation, technical advice and collaboration with regional partners, nation states and intergovernmental organizations;
- Assesses the potential impact on national security of proposals and concept papers for international agreements, conventions and protocols, in order to safeguard the sovereignty of Jamaica;
- Researches, analyses and monitors developments on security-related policy issues published by regional and international organisations;
- Benchmarks international security policies and legislation in other jurisdictions and determines feasibility for potential adoption at the national and regional levels;
- 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;
- Assists in the formulation of policies, position papers and other technical documents in accordance with international conventions, Memoranda of Understanding (MOU) and agreements;
- Assists with the development of templates, Codes and Practice, Terms of Reference, and Memorandum of Understanding.
- Facilitates consultation sessions and related seminars to involve key stakeholders for the development of sound policy options and effective initiatives/programmes;
- Liaises with relevant regional and local agencies on CARICOM security issues to help strengthen Jamaica's role in CARICOM regional security relations and build national law enforcement capacity;

- Coordinates the development and updates of the Ministry's International Security Relations Catalogue;
- Develops and maintains the Unit's Risk Register, Stakeholder and SWOT Analysis Matrices;
- Maintains a database of stakeholders relative to international security matters;
- Provides technical support to the Senior Director as directed, relating to other duties assigned;
- Represent the Senior Director at meetings and/or conferences, as directed;
- Assists in the proper documentation and storage of the work of the Unit;
- Assists in the development of the Unit's Strategic Business and Operational Plans';
- Assists in the development of the Unit's Quarterly Performance Reports; and
- Prepares and submits individual Work Plan to supervisor for consensus;

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- BSc. Degree in International Relations, Public Policy, Public Management or equivalent; and
- At least two (2) years of experience in policy development or in international policy environment.

### **REQUIRED COMPETENCIES (Core and Technical):**

#### **Core**

- High levels of integrity and professionalism;
- Sound analytical, problem-solving and judgment skills;
- Strong collaborative working style orientation;
- Strong coordination and organisational management skills;
- Ability to provide advice, guidance and support to the Ministry's stakeholders;
- Ability to work in fast paced environment and manage competing priorities; and
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.

#### **Technical**

- Sound knowledge and understanding of research methodologies and techniques
- Working knowledge and training in policy development, review and implementation;
- Sound knowledge and understanding of the portfolio areas covered by the Ministry of National Security;
- Sound knowledge and understanding of the dynamics of security in the national and international context;
- Working knowledge and/or training in the preparation of Cabinet Submissions/Notes/Ministry Papers;
- Strong organizational and programme management skills; and
- Working knowledge of government laws, policies and planning processes.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, August 8, 2025** to the:

Director, Human Resource Management & Administration  
 Human Resource Management & Administration Branch  
 Ministry of National Security  
 4<sup>th</sup> Floor NCB North Tower  
 2 Oxford Road  
 Kingston 5  
 Email: [jobopp@mns.gov.jm](mailto: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.***

***The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.***