



Ministry of National Security and Peace

CAREER OPPORTUNITY

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

ASSISTANT POLICY ANALYST (GMG/AM 4) – VACANT
CYBER INTELLIGENCE POLICY & INCIDENT RESPONSE BRANCH
SALARY SCALE: \$2,803,771.00 – \$3,770,761.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for providing administrative support to the Cyber Intelligence Policy & Incident Response Branch; resulting in operational efficiencies and effectiveness to meet the demands of stakeholders.

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

KEY RESPONSIBILITIES

- 1. To facilitate the smooth operations of the Branch and provide administrative support in the achievement of objectives:**
 - Provides research support to assist with the preparation of documents;
 - Drafts and modifies responses to routine letters/memoranda for review;
 - Coordinates meetings and other events on behalf of the Branch;
 - Prepares and circulates Minutes and actionable items from meetings;
 - Manages and organizes the Senior Director's diary and schedule;
 - Coordinates logistics for meetings including but not limited to, the reservation of meeting rooms, preparation of required documents and arranging for refreshments;
 - Follows up on instructions/ directives and /or requests of the Senior Director;
 - Manages office supplies and equipment and arranges for the prompt repair or replacement of faulty equipment; and
 - Orders and secures stationery and other supplies for the Branch.
- 2. To provide exemplary customer service to stakeholders in keeping with the Ministry's Customer Service Charter:**
 - Maintain awareness of the performance standards contained in the Ministry's Customer Service Charter;
 - Replies to routine queries and refers unrelated queries to the appropriate personnel;
 - Makes, receives and routes telephone calls on behalf of officers within the Branch and record messages when required;
 - Greets, screens and directs visitors to the appropriate officer within the Branch;
 - Maintains a listing of contact details for stakeholders.
- 3. To manage the processing and storage of documents on behalf of the Branch:**
 - Processes incoming and outgoing correspondence/files and refer to the attention of the appropriate officer within the branch for action;
 - Maintains a database for tracking the movement of documents;
 - Maintains an electronic and manual filing system in accordance with established standards;
 - Encloses correspondence and updates Minute Sheets on respective files;
 - Requests, retrieves and returns files to main registry;
 - Conducts quarterly audits to maintain accuracy of filing systems;
 - Provides monthly reports to the Senior Director on agreed performance targets;
 - Faxes, photocopies, binds, dispatches and scans documents as necessary.
 - Performs other related functions assigned.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Administrative Management – MIND or Diploma in Secretarial Studies from a recognized institution;
- Four (4) CXC or GCE O'Levels including English Language and a numeric subject;
- Two (2) years experience in general office administration with at least one (1) year experience in a secretarial position;
- Proficiency in typing at a speed of 50-55 words per minute.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Ability to produce Minutes;
- Strong organizational and management skills;
- Excellent customer service skills;
- Excellent report writing skills;
- Excellent knowledge of office administration;
- Good knowledge of records management principles;
- Knowledge of relevant Laws and Government Guidelines;
- Knowledge of research principles and techniques.

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;
- Typical working condition.

Interested persons should forward their applications and resume **NO LATER THAN Wednesday, April 22, 2026**, to the:

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

Subject: Assistant Policy Analyst (GMG/AM 4)

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.