



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

June 26, 2026

CAREER OPPORTUNITY

Are you a results-oriented professional ready to contribute to Jamaica's economic growth and development? Join the Ministry of Industry, Investment and Commerce (MIIC) as a **Policy and Research Analyst (GMG/SEG 3) – VACANT** in the Office of the Permanent Secretary.

Salary: \$5,178,035 per annum

JOB PURPOSE

Under the general supervision of the Permanent Secretary, the Research & Policy Analyst is responsible for coordinating and monitoring the development and implementation of special projects, technical-related policies, plans and programmes, as well as the strategic development and maintenance of a comprehensive dashboard and research database for the MIIC, to ensure that the related responsibilities of the Permanent Secretary are executed efficiently and effectively.

KEY OUTPUTS

- Quality research and reports produced in a timely manner.
- Statistical information provided.
- Statistical database developed and maintained.
- Assessment Reports on special projects and select programmes completed in a timely manner.
- Presentations prepared in a satisfactory manner.
- Advice ascertained from MDAs.
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed.
- Responses to queries from the Auditor General's Department, Public Procurement Commission and Integrity Commission as well as responses to questions from the House of Representatives and Motions from the Senate monitored.
- Cabinet Submissions and Ministry Papers prepared.
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs and meeting agendas prepared and submitted.
- Reports analysed to satisfactorily respond to queries.
- Communication, information, and records management system developed, implemented and maintained.

- Operational and Unit Plans prepared
- Budget prepared
- Speeches and Speaking Notes prepared.
- Procurement requisitions and supporting documents reviewed.

KEY RESPONSIBILITY AREAS

Management/Administrative

- Monitors and provides reports advising on specific statistical matters in relation to the Ministry and portfolio agencies of the Ministry.
- Liaises with other allied research and policy organizations.
- Prepare Ministry presentations on behalf of the Permanent Secretary.
- Assist with the preparation of productivity and performance reports on special projects and programmes.
- Assists with the creation and maintenance of the Ministry's dashboard, key achievements, and databases in conjunction with the
- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Executive Office.
- Prepares the annual Budget for the Executive Office.
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the Permanent Secretary.
- Participates in reviewing and assessing the output of the Permanent Secretary's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated.
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action.
- Guides the development and maintenance of appropriate communication, information and records management systems that facilitate timely and accessible information from the Permanent Secretary's Office.
- Liaises with project owners and teams across the Ministry and portfolio entities to ascertain project updates.
- Assist with the implementation, monitoring and evaluation of Special Projects and Programmes.
- Proactively prioritizes conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion.
- Assists with the coordination of senior and other management team meetings.
- Represents the Ministry at local, regional and international fora (meetings, delegations, conferences, symposiums, conventions) as required.

Technical/Professional

- Researches, prepares and submits position papers, reports, briefs, meeting agendas as required.

- Assist with analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to/from MDAs for comments, reports, and briefs for the attention of the Permanent Secretary.
- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including but not limited to the Office of the Parliamentary Council, Attorney General's Chambers, Cabinet Office) to elicit advice/feedback on matters affecting the Ministry.
- Monitors responses to queries from the Auditor General, Contracts Commission and Office of the Contractor General by communicating with relevant officers in its portfolio agencies and ensures the provision of prompt and accurate information and data.
- Provides assistance with the Monitoring of responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the Permanent Secretary and the Honourable Minister are provided with accurate information.
- Provides assistance with examining and assuring the quality of submissions to the Cabinet on behalf of the Ministry and its portfolio Departments and Agencies.
- Assists with the preparation of Cabinet Submissions and Ministry Papers for onward submission to the Permanent Secretary and the Chief Technical Director.
- Examines and quality assures annual reports and other statutory reports for the Ministry, its Departments and Agencies.
- Examines and quality assures documents prepared by MDAs for the signature of the Permanent Secretary.
- Researches, prepares and submits position papers, reports, briefs, and meeting agendas as required.
- Research data effectively addresses queries at all times
- Responds to queries by analyzing reports and preparing responses accordingly.
- Routes and obtains timely responses to requests to/from MDAs for comments, reports, and briefs for the attention of the Permanent Secretary.
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensure the timely and informed implementation of decisions.
- Participates in the preparation for visits by regional and international officials as required at the level of the Ministry.
- Prepares speeches and speaking notes as requested by the Permanent Secretary.
- Reviews procurement requisitions and supporting documents for the signature of the Permanent Secretary
- Responds generally to the demands of the Office of the Permanent Secretary.

OTHER RESPONSIBILITIES

- Perform other related functions assigned from time to time by the Supervisor of Insolvency

PERFORMANCE STANDARDS

- Communication, information and records management system developed, implemented and maintained in keeping with the Government of Jamaica's Records and Information Policy.
- Advice given to the Permanent Secretary and/or Chief Technical Director is accurate and based on well-researched facts.
- Matters related to local, regional and international affairs presented for the attention of the Permanent Secretary's Office managed in keeping with set requirements.
- Responses to queries from Auditor General's Department, Public Procurement Commission and Office of the Integrity Commission as well as responses to questions from the House of Representatives and Motions from the Senate monitored are based on well-researched facts and provided within the agreed timeframe.
- Operational and Unit Plans prepared in required format and in keeping with the Ministry's goals and objectives.
- Submissions to the Cabinet are examined and quality assured in the required timeframe.
- Cabinet Submissions and Ministry Papers prepared and submitted in the required format and timeframe.
- Annual and statutory reports examined and quality assured.
- Position papers, reports, briefs are well researched and submitted within agreed timeframes to required standards.
- Reports analysed to satisfactorily address queries in the required timeframe.
- Speeches and Speaking Notes prepared and submitted in the required timeframe.
- Procurement requisitions and supporting documents reviewed in the required timeframe and are in alignment.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the working environment at all time
- Established deadlines, targets and quality standards are consistently met.

REQUIRED COMPETENCIES

- Use of Information and Communications and Technology
- Ability to think and act strategically across a wide range of functions.
- Ability to multitask, work under pressure and meet tight deadlines.
- In-depth, up-to-date knowledge of government's priorities of the day.
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations.
- Ability to interface with senior government officials both locally and internationally.
- Demonstrates sound personal and professional integrity reflecting high ethical and moral values.
- High level of confidentiality, diplomacy and initiative.

- Good knowledge of government's systems and related operational policies.
- Knowledge of international best practices.
- Excellent problem-solving and analytical skills.
- Excellent oral and written communication skills.
- Teamwork and cooperation.
- Excellent interpersonal skills.
- Adaptability, Integrity, and Confidentiality.
- Methodical, detail-oriented, goal and results-oriented

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Social Sciences including: Management Studies, Public Sector Management/Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- At least four (4) years' related middle-management experience in the public or private sector, in an organisation of similar size and complexity.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond regular working hours
- Typical office environment, no adverse working conditions.
- Maybe required to travel locally and overseas in the execution of official duties.

**Applications accompanied by Resume should be submitted no later than
July 6, 2026
to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.