



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

September 10, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Policy, Planning, Projects and Research Division.

SENIOR STRATEGIC PLANNING ANALYST (GMG/ SEG 3)

Salary: \$5,198,035.00 per annum

JOB PURPOSE

Under the general direction of the Director, Strategic Planning (GMG/SEG 4, Band 9), the Senior Strategic Planning Analyst (GMG/SEG 3, Band 8) supports the development, coordination, implementation and review of the Ministry's strategic, corporate, business and operational planning processes to ensure alignment with Government of Jamaica priorities. As a member of the Policy, Planning, Projects and Research Division, the incumbent contributes to the preparation and coordination of the Ministry's Strategic Business Plan and provides technical support to internal divisions, external departments and portfolio agencies in the development of their respective plans. The incumbent provides technical, analytical and research support, including the collection, analysis and interpretation of data, to strengthen planning and policy review functions and support evidence-based decision-making across the Ministry and its portfolio agencies.

KEY OUTPUTS

- Corporate/Strategic Business Plan and Operational Plan developed;
- Corporate Planning Processes implemented and maintained;
- Corporate Strategic and Operational Plans for Divisions/Branches/Sections/Units reviewed/ analyzed and collated;
- Corporate Strategic and Operational Plans linked to target levels of performance and budget;
- Performance indicators and programme evaluation criteria developed;
- Situational Analysis Reports produced;
- Stakeholder Consultation Plan and Report developed;
- Needs Analysis Studies prepared;
- Planning research, benchmarking studies and technical reports prepared.
- Questionnaires and Surveys developed and utilized;
- Planning presentations and briefing materials produced.
- Unit Operational Plan and Individual Work Plans developed;
- Seminars, training sessions and meetings supported;

- Plans (including agencies and external departments) mainstreamed (gender and climate change), integrated and linked to Medium-Term Expenditure Framework (MTEF), Medium-Term Socioeconomic Framework (MTF), Vision 2030 and all other planning frameworks.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Prepares status reports, briefing notes and planning updates.
- Attends meetings, workshops, consultations and seminars on behalf of the Division, as assigned.
- Assists in coordinating logistical and administrative arrangements for strategic planning retreats, consultations, workshops and stakeholder engagement activities.
- Prepares technical presentations and supporting materials related to planning assignments.
- Maintains planning records and documentation in accordance with established records management requirements.

•

Technical/Professional Responsibilities

- Assist the strategic corporate planning process for the Ministry and related agencies and departments; Provides technical analysis, planning research, data validation and documentation support to the strategic, corporate and operational planning processes.
- Assist the planning process to ensure that divisional plans are in alignment with the Ministry's goals and objectives and consistent with and contribute to Government priorities;
- ; Supports the preparation of planning templates, planning guidance materials and supporting documentation in accordance with Government planning requirements and established planning frameworks.
- Liaises with the Budget Section of the Finance and Accounts Division to obtain budgetary information;
- Participates in the development and implementation of systems and procedures to guide the corporate planning and evaluation processes;
- Updates and maintains the section's information and communication systems to aid the planning process;
- Collects, tabulates, analyzes and interprets data to facilitate the corporate planning process;
- Provides technical and administrative support for planning workshops, training sessions and coaching initiatives led by the Director, Strategic Planning.
- Assists with the preparation of the Strategic Business Plan and prepares the Corporate and Operational plans for the Ministry, ensuring integration of the planning and budget processes, and the requisite revisions;

- Liaises with and provides technical support and guidance to Heads of Divisions/ Agencies/ Departments in the preparation of their strategic corporate and operational plans;
- Identifies challenges and potential barriers to effective implementation of planning programmes and projects;
- Recommends changes to the current strategic business, corporate, operational plans, procedures and policies based on analysis of the potential benefits and risks of implementing new strategies;
- Reports on strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issues;
- Conducts research on corporate planning and other technical activities of the Ministry and makes recommendations on policy and programme issues to support its work;
- Conducts planning compliance reviews and planning quality assessments against established planning standards and guidelines.
- Conducts data gathering exercises designed to inform the Ministry's Strategic Corporate and Operational Plans;
- Conducts annual and ongoing environmental scans; and reports on social, economic and international developments impacting the feasibility of the operations and programmes of the Ministry and related Agencies;
- Organizes and facilitates consultations among the various divisions/programmatic areas, departments, agencies and key stakeholders for clarification and streamlining of plans and processes for the government's best practices;
- Supports the documentation, alignment and integration of strategic objectives, expected outcomes, performance indicators and targets, ensuring consistency across the Ministry's planning, performance monitoring and reporting frameworks. Reviews strategic, corporate and operational plans to identify planning assumptions, dependencies and strategic risk considerations and ensures that relevant risk information is appropriately reflected within planning documents
- Assists in the development, implementation and maintenance of standard operating procedural manuals on the Strategic Planning process.

Human Resources Responsibilities

- Contributes to a culture of teamwork, professionalism, accountability and continuous improvement.
- Assists in identifying opportunities for strengthening organizational planning capacity.
- Recommends corrective actions and process improvements where deficiencies are identified.

Other Responsibilities

- Keeps abreast of developments in strategic planning issues
- Performs any other related duties which may be assigned from time to time

PERFORMANCE STANDARDS

- Impact Assessment and Needs Analysis reports are evidence-based and submitted within agreed timeframe
- Environmental scans, situational analyses and research outputs completed to professional standards.
-
- Recommendations are practical, technically sound and supported by reliable evidence.
- Individual Work Plan developed according to established format and within agreed timeframe.
- Planning support contributes to timely preparation of Ministry and agency plans.

REQUIRED COMPETENCIES

Core Competencies

- Integrity, Ethics and Confidentiality
- Interpersonal Skills
- Time Management
- Strong analytical and problem-solving skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications
- Ability to build consensus and promote collaboration
- Good written communication skills
- Good oral communication skills
- Teamwork and cooperation
- Excellent presentation skills
- Good customer and quality focus skills

Functional Competencies

- Sound knowledge of strategic, corporate and operational planning processes.
- Sound knowledge of Government planning frameworks and public sector planning requirements.
- Sound knowledge of Performance Monitoring Techniques and their applications;
- Strong research and analytical skills;
- Ability to prepare technical reports, presentations and briefing papers.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Corporate/Strategic Planning, Performance Monitoring and Project Management;
- Three (3) years related experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.
- Required to conduct site visits and surveys for programmes, projects and other initiatives.

**Applications accompanied by resume should be submitted no later than
Wednesday, September 16, 2022 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.