



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

September 22, 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.

POLICY ANALYST (GMG/ SEG 3)

Salary: \$5,198,035.00 per annum

JOB PURPOSE

Under the direction of the Director of Policy, the incumbent is to undertake policy analysis and development for the Ministry and its portfolio Entities/Agencies. The incumbent is responsible for providing evidence-based policy advice and recommendations to support the Ministry's strategic objectives. The incumbent is also responsible for conducting research and analysis to inform policy decisions.

KEY OUTPUTS

- Policy research, analysis and advice provided
- Research reports produced
- Policy proposals, briefs and position papers produced
- Draft Cabinet Submissions
- Stakeholder networks and consultation
- Constant and scheduled analysis
- Monitoring and evaluation of policy conducted
- Policy implementation plans developed

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Participates in the division's development, monitoring and evaluation processes
- Participates in the preparation of the development of the Division's Corporate and Operational Plans and Budget
- Prepares draft reports for the Director of Policy as required
- Maintains accurate records of policy development activities
- Identifies and brings to the attention of the Director of Policy policy-related matters that are lagging.

Technical/Professional Responsibilities

- Conducts comprehensive analysis of relevant policy issues/gaps and makes research-based recommendations for policy options to the Director of Policy
- Prepares policy papers, position papers, reports and briefs on matters impacting industry, investment and commerce and related portfolio matters; and provide options for decisions by the Director of Policy
- Monitors and evaluates the impact of policies and programmes
- Undertakes research and analysis relevant to the development of the Ministry's industry, investment and commerce portfolios
- Assists in analyzing the feasibility of proposed and existing policies examining reasons for their consideration and development, and their impact to drive the transformation of the industry, investment and commerce sectors
- Engage with stakeholders to ensure a clear understanding of the ministry's policies, gather input, obtain buy-in and solicit feedback
- Analyses and comments on related studies prepared within ministries or agencies and provides information to assist with decision making and/or to determine the advisability of adopting new measures
- Participates in the analysis of quarterly, annual and special reports compiled by the ministry, its agencies and departments.
- Coordinates the orderly and timely flow of accurate and rigorously analyzed information on portfolio matters for the attention of the Director of Policy
- Monitors the application of the Code of Consultation in the policy development process
- Drafts Cabinet Submissions for review by Director of Policy
- Maintains excellent communication with private and public sector entities in the industry, investment and commerce portfolios
- Participates in the development of performance indicators and programme evaluation criteria and methods to track policy impact
- Participates in the development of training interventions for relevant staff in the ministry and its agencies to create awareness of the procedures involved in policy development and policy analysis
- Assists with monitoring and evaluating the implementation of decisions on inter-sectoral issues and facilitate collaboration among ministries
- Brings inter-sectoral policy issues to the attention of the Director of Policy and proposes measures by which they can be effectively addressed
- Participates in stakeholder consultations to develop policies and to resolve policy conflicts
- Keeps abreast of trends and changes in planning and policy development and make recommendations for their adoption where necessary to enhance the ministry's planning and policy development functions
- Provides technical support to the ministry's policy, planning, development and evaluation process
- Represents the Ministry at meetings, seminars and conferences locally or overseas and makes presentations as required

Human Resource Management Responsibilities

- Provides guidance and support to junior staff and interns

OTHER RESPONSIBILITIES

- Performs other related duties consistent with the category, nature, function and objectives of the Job.

PERFORMANCE STANDARDS

- Policy briefs and reports produced according to established standards and guidelines
- Effective working relations exist with other Divisions/Units and external associates
- Cabinet Submissions, Cabinet Notes and related documents are properly articulated and formatted
- Timely and accurate research and analysis provided
- Sound and timely advice provided
- Policies are evidence-based, with measurable indicators
- Established deadlines and targets are consistently met
- Policy implementation monitored and evaluated continuously and recommendations for adjustments provided where policy objectives are not achieved

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organization required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
Principal Director, Policy, Planning, Projects and Research	To provide advice, and receive direction and guidance
Director of Policy	To provide advice and receive direction and guidance
Staff of the Ministry	Providing policy analysis and advice Consulting on policy issues and providing support
Portfolio Entities/Agencies	Consulting on policy issues and providing support

Contacts external to the organization required for the achievement of the position objectives.

Contact (Title)	Purpose of Communication
Government Agencies	Collaborating on policy development and implementation
Non-Governmental Organizations	Engaging in policy discussions and stakeholder consultations

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills
- Strong analytical and critical thinking skills
- Must maintain a strict code of ethics in working with highly confidential data
- Ability to work independently and as part of a team
- Problem solving and decision-making skills
- Strong interpersonal and people management skills
- Proficiency in the use of software relevant to the functions of the post

Technical

- Sound knowledge of policy analysis and development methodologies
- Strong research and data analysis skills
- Problem solving and decision-making skills
- Proficiency in the use of relevant software and tools
- Knowledge of GOJ policies and programmes
- Flexibility in responding to changes in priorities and demands at work
- Ability to conduct research, analyze data and make sound and logical conclusions

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Policy, Public Administration, Economics, Political Science, or a related field
- At least three (3) years of practical experience in policy analysis and development

AUTHORITY TO:

- Recommend policy options and strategies
- Advise on the implementation of policy initiatives

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will either be conducted remotely or in an office and training environment outfitted with standard office and training equipment utilizing specialized software, as well as teaching and learning tools. The environment requires on-going interactions with staff in a virtual or physical environment.

**Applications accompanied by resume should be submitted no later than
Wednesday, September 28, 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.