MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the following posts in this Ministry:

1. **Senior Land Policy and Monitoring Officer (GMG/SEG 3) (2 Posts – 1 vacant and 1 not-vacant), salary range $5,457,937 - $7,340,318 per annum.**

Job Purpose

The incumbent is responsible for supporting the preparation, review, and revision of legislation and policies related to land management and administration. This role also involves conducting in-depth monitoring of the implementation of land management policies by relevant entities to ensure compliance and effectiveness.

Key Responsibility Areas:

- Formulates, reviews and evaluates strategic policy initiatives, including performance analysis and reporting.
- Provides analysis and advice on the legal and administrative implications of proposed and existing strategies, policies, laws, regulations, and procedures.
- Conducts legal research, gathering and analyzing relevant data (statutes, case law, regulations, policies).
- Drafts and summarizes legislative documents.
- Liaises with the Office of the Parliamentary Counsel and other relevant authorities to ensure legislative alignment.
- Interprets strategic policy initiatives and negotiates implementation outcomes with stakeholders.
- Facilitates legislative reviews through collaboration with relevant Agencies i.e. National Land Agency (NLA) and evaluates research findings.
- Coordinates with NLA to revise existing policies based on assessments conducted on relevance and effectiveness.
- Participates in the analytical review of papers, reports and proposals as required.
- Research and evaluates the effectiveness of current land management strategies using qualitative and quantitative methodologies.
- Engages networks to develop joint approaches and enhance expertise on land management issues.
- Assists in the development and revision of policy instruments.
- Monitors policy implementation and evaluates its effectiveness in achieving desired outcomes.
- Contributes to the development of guidelines and strategies for specialized land-related programmes.
- Conducts stakeholder consultations to address land management issues and develop solutions/solicit feedback to incorporate into policy development.
- Prepares Cabinet Submissions, Notes and Briefs on land management and related matters.
- Provides advice and prepare reports for the Senior Director, Committees and Executive Management.
- Works closely with the Senior Director to formulate recommendations on emerging and/or contentious issues related to land management.
- Assists in the development of systematic monitoring plans to capture and report on performance indicators through both quantitative and qualitative data.

- Organizes and coordinates workshops and programme reviews to share lessons learnt with partners and other stakeholders.
- Facilitates the documentation and dissemination of assessments, data, lessons learned, and best practices for both internal and external use.
- Keeps abreast of trends and best practices in land management to guide relevant policies and legislation initiatives.

Required Competencies:

Core

- Excellent presentation and communication (oral and written) skills.
- Excellent planning, organizing, analytical, problem solving and decision-making skills.
- Excellent time management.
- Good interpersonal skills.

Technical

- Knowledge of legislation and policy analysis.
- Knowledge of research techniques with excellent research skills.
- Knowledge of research, monitoring and evaluation techniques and principles.
- Knowledge, experience and familiarity with land related issues and management skills.
- An understanding of public policy, environment, agriculture, and land use issues and how they are implemented within the structure of government.
- General computer proficiency.
- Proven ability to organize projects with keen attention to detail and deadlines.

Minimum Required Education and Experience

- Bachelor's Degree in Land Management/Geography or Law or related field.
- Training in research and monitoring and evaluation techniques.
- Three (3) years' experience in the field of land management/policy and legislation development preferably in the public sector.
- Experience or training as a Paralegal with an understanding of Land Law, Legislative Drafting and Interpretation would be an asset.

Applications accompanied by résumés should be submitted **no later than November 11, 2026, to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megid.gov.jm

Subject: Senior Land Policy and Monitoring Officer (GMG/SEG 3)

Please note that only shortlisted applicants will be contacted.