MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant** post of **Economic Policy Analyst (GMG/SEG 2)** in the **Economic Policy and Investment Branch,** salary range $4,266,270 - $5,737,658 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Business Facilitation, the incumbent is responsible for conducting research, policy analysis, and programme evaluation to support the formulation of investment policies, programmes, and initiatives.

Key Responsibility Areas:

Management/Administrative Responsibilities

- Represents the Branch at meetings, seminars, conferences, and workshops relevant to the Branch's functions.
- Supports steering committees, public consultations, and their relevant activities.
- Prepares monthly, quarterly, special, and other reports.
- Develops individual work plan in alignment with the Branch's operational plan.

Technical/ Professional Responsibilities

- Develops research instruments and methodologies to support policy research, analysis, and formulation.
- Undertakes research and analysis to support economic and investment policy development and project/programme evaluation.
- Supports the development and review of policies and prepares recommendations to support policy amendments.
- Assists in the preparation of Cabinet Submissions, Cabinet Notes, Concept Papers, Ministry Papers, and other official documents.
- Prepares position papers and other official documents on economic and investment related matters.
- Monitors and analyzes economic and investment trends to support forecasting, policy development, and decision-making.
- Supports the monitoring and evaluation of the impacts of implemented policies, programmes, projects, and legislations.
- Assists with the review of payment requests and supporting documentation submitted by the Branch's portfolio entities.
- Coordinates public consultations and prepares required documentation to obtain and incorporate stakeholders' input and feedback into policy development.
- Coordinates and prepares responses to stakeholder enquiries and requests for information on economic and investment matters.

Required Knowledge, Skills and Competencies

Core

- Excellent written and oral communication skills
- Time Management skills
- Customer and quality focused
- Team-oriented
- Excellent Interpersonal skills

- Excellent analytical and problem-solving skills
- Confidentiality
- Integrity
- Sound judgment

Technical

- Policy Analysis – Sound knowledge in public policy; ability to assess, interpret, and evaluate policies and their implications to support evidence-based recommendations, decision-making, and effective policy implementation.
- Policy Development – Knowledge of Government of Jamaica Policy development processes and guidelines.
- Preparation of Cabinet Submissions and Cabinet Notes – Ability to research, draft, and present Cabinet Submissions and Cabinet Notes that are clear, accurate, evidence-based, and aligned with established government requirements and decision-making processes.
- Research Analysis - Ability to research, analyze, and prepare briefing notes, briefs, and other concise documents that clearly present key information, issues, and recommendations to support decision-making and communication

Minimum Required Education and Experience

- Bachelor's Degree in Economics, Public Administration, Management Studies or relevant area.
- Three (3) years of relevant experience, with at least (1) year of experience in the public sector.

Applications accompanied by résumés should be submitted **no later than August 19, 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

Or

Email: human.resources@megid.gov.jm

Please note that only shortlisted applicants will be contacted.