



MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant** post of **Strategic Planning Analyst (GMG/SEG 2)** in the **Strategic Planning, Performance Monitoring, Evaluation and Risk Management 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, Strategic Planning, the incumbent provides support to the Strategic Planning Unit in facilitating the strategic management process and assists in the preparation and analysis of strategic and operational plans developed by the Ministry's Divisions, Branches, and Agencies.

Key Responsibility Areas:

Management/Administrative Responsibilities

- Prepares Annual/Quarterly/Monthly and general progress reports.
- Coordinates logistic arrangements for training workshops.
- Participates in meetings, workshops, conferences, seminars and other fora on strategic planning matters, as required.
- Prepares Individual Work Plan in alignment with the Branch's Strategic and Operational Plan.

Technical/ Professional Responsibilities

- Assists and participates in development of the framework that guides development of ministry's strategic and operational plans;
- Assists the Director in developing a schedule for the Ministry's priority programmes;
- Participates in data gathering exercises designed to inform Ministry's Strategic Plan;
- Assists with the coordination and preparation of strategic and operational plans developed by the Ministry's Departments and Agencies;
- Provides assistance and guidance to Heads of Divisions/Branches/Units in the preparation of strategic and operational plans, ensuring the integration of targets, indicators and other performance measures into the planning and budget processes;
- Reviews, assesses, and provides feedback on completed strategic and operational plans to ensure alignment with Ministry priorities, goals and established performance frameworks;
- Assists in facilitating strategic planning activities/workshops for stakeholders to guide the development of strategic and operational plans;
- Collaborates with Divisional/Unit Heads and in identifying research needs in relation to their Division/Unit operations and programmes/projects being implemented;
- Monitors the quarterly and yearly reviews of the plans to ensure consistency with Ministry objectives and the Ministry's strategic business plan;
- Assists in conducting research and analyses data to determine the efficiency and effectiveness of the MDAs against their planned programmes and projects;
- Prepares and issues non-compliance and commendation letters in keeping with compliance report/database;
- Prepares schedule for the review of plans;
- Identifies gaps in performance against established targets and seeks justification for unmet objectives or variances.

Required Knowledge, Skills and Competencies

Core

- Oral communication
- Written Communication
- Customer and quality focused
- Presentation Skills
- Teamwork and cooperation
- Interpersonal Skills and People Management Skills
- Ability to work under pressure
- Planning and organizing
- Problem-solving/Decision making
- Analytical Thinking

Technical

- Strong strategic planning skills
- Use of technology- relevant computer applications such as Microsoft Office Suite and MS Project or other project tool (Winproj)
- Knowledgeable of budget preparation and analysis
- Sound knowledge and expertise to monitor business matters, corporate governance matters
- Excellent knowledge of public sector management principles
- Sound knowledge of government policy monitoring and evaluation processes
- Research and Analytical Skills
- Report Writing Skills

Minimum Required Education and Experience

- Bachelors' Degree in Public Sector Management/Management Studies or related Social Science with good research component
- Training in Strategic Planning
- Four (4) years' related working experience

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.