

PUBLIC SERVICE COMMISSION CIRCULAR

NO. 1/2024

FROM: CHIEF PERSONNEL OFFICER – PUBLIC SERVICE COMMISSION

TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENT

REF.: PSC 147

DATE: 17TH JANUARY 2024

SUBJECT: ADVERTISEMENT OF THE VACANT OFFICE OF SENIOR POLICY ANALYST (GRADE J) – MACRO-ECONOMIC POLICY AND PLANNING UNIT, MINISTRY OF FINANCE

Applications are invited from suitably qualified persons from **WITHIN AND OUTSIDE** the Public Service to fill the vacant office of Senior Policy Analyst (Grade J), Macro-Economic Policy and Planning Unit, Ministry of Finance.

QUALIFICATIONS REQUIRED FOR APPOINTMENT

Applicants should possess:-

- Master's Degree in Economics, Finance or related field.
- Post Graduate Certificate/Diploma in Management.

EXPERIENCE REQUIRED FOR APPOINTMENT

At least five years experience at a middle management position.

Duties and Responsibilities are executed in accordance with established policies, procedures and regulations as applicable.

1. Coordinate and lead the development of macro-economic and fiscal analyses for strategic decision making.

- i. apply frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options;

- ii. apply systematic, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues;
- iii. critically synthesize information from a wide variety of domains and use in-depth knowledge of the policy areas to draw sound conclusions based on the judicious use of the available evidence;
- iv. develop innovative, practical, effective and robust policy options that will help to achieve the desired outcomes;
- v. provide clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Ministry and communicate complex issues and concepts clearly and succinctly;
- vi. oversee the review of policy, business and project proposals from the public and private sectors including Public-Private Partnerships (PPPs) as assigned;
- vii. coordinate the development of fiscal management policies;
- viii. lead in the research of macro-economic policy issues to provide advice to senior management and Ministers as assigned;
- ix. advise management and/ or the Government, through the Chief Policy Analyst, on the implications of policies, including economic trends, risks and developments;
- x. analyse, monitor and report on the effectiveness of fiscal policy measures as required.

2. Supervise corporate administration support services to further the achievement of the strategic objectives of the Ministry.

- i. contribute to meetings, including where matters are complex or sensitive and require negotiation or solutions;
- ii. lead project teams and understand and utilize the capability of team members to deliver high quality project outputs;
- iii. provide intellectual leadership by bringing new ideas and knowledge to policy discussions and lead strategic conversations in the policy area;
- iv. provide supervision, guidance, coaching and mentoring and on-the-job training to team members;

- v. contribute to the performance of the team through providing peer review and quality control including projects and tasks that the Senior Policy Analyst is not leading;
- vi. monitor the performance of Policy Analysts and provide input for their appraisal to include recommendations for performance improvement as applicable;
- vii. collaborate with the Chief Policy Analyst in the development of the Unit's annual work programme;
- viii. contribute to the preparation of budget documents and economic reviews;
- ix. represent the Ministry/ Unit in interdepartmental working groups;
- x. lead engagement with stakeholders to ensure the advice provided is practical and effective;
- xi. participate in technical missions with multilateral and intergovernmental (regional and international) stakeholders;
- xii. evaluate processes and recommend and/or implement solutions to respond to identified functional operations challenges;
- xiii. monitor the operations of Statutory Bodies and State-Owned Enterprises in accordance with regulatory requirements.

3. Supervise and coordinate the information management function of the Unit to ensure that reliable, current and accurate information is available for decision-making.

- i. Coordinate the conduct of macro-economic surveillance and analysis of the economy;
- ii. Coordinate the preparation of forecasts and projections of economic variables to assist in medium term planning;
- iii. Coordinate and lead the preparation of monthly fiscal updates;
- iv. Lead the preparation of economic, fiscal and sectoral analyses;
- v. Coordinate the collection of data for the monitoring of economic variables.

Perform other related duties as required by the Permanent Secretary or the Chief Policy Analyst which facilitate the effective execution of your responsibilities and functions of the Department.

Key Outputs:

- Mid-Year Review;
- Annual Economic Review;
- Budget Framework Paper;
- Medium-Term Fiscal Framework;
- Macroeconomic and Fiscal Reports;
- Compliance Assessment Report;
- Fiscal Risk Statement;
- Report of Statutory Bodies and State-Owned Enterprises;
- Policy Papers;
- Analytical Models;
- Cabinet Submissions.

Performance Indicators:

- Relevance and quality of policy products;
- Relevance, quality and timeliness of technical advice and recommendations;
- Relevance, quality, accuracy and timeliness of reports;
- Quality and timeliness of technical documents produced;
- Effectiveness of corporate administration support services;
- Quality of performance monitoring of subordinates.

IMMEDIATE SUPERVISOR

Chief Policy Analyst

SALARY

The salary payable to the office is at the rate of \$63,032.00 per annum in Grade (J), by incremental points to \$82,265.00.

Applicant(s) are required to submit the following:-

- a curriculum vitae;
- two letters of reference, one of which should be from the last place of employment;
- certified copies of academic certificates;
- a certified copy of Birth Certificate.

Applications from interested persons stating age, academic qualifications, length of service, must be transmitted to:-

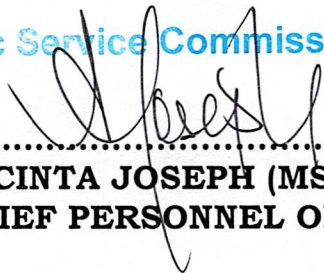
**Chief Personnel Officer
Public Service Commission
Building No. 1
Financial Complex
The Carenage
St. George's
GRENADA**

Applicants from within the Service must channel their applications through their Permanent Secretary/Head of Department.

Applications should reach the Office of the Public Service Commission **no later than 21st February 2024.**

Please note that ineligible applications will not be acknowledged.

Public Service Commission



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**JACINTA JOSEPH (MS.)
CHIEF PERSONNEL OFFICER**

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