

JOB TITLE: SENIOR POLICY ANALYST

JOB ID: T3319

Old JOB Number: 0

REPORTS TO: PERMANENT SECRETARY

Date revised: 2013-07-10

MINISTRY/DEPARTMENT: MINISTRY OF HOME AFFAIRS

PURPOSE: To ensure the implementation of the Five Year Strategic Plan and support the achievement of the Guyana Prison's Services' strategic goals.


KEY OUTPUTS:

- Minutes and Decision sheets of meetings.
- Reports on status of decisions.
- Briefs, analytical position papers of specific issues.
- Agenda for meetings and proposed agenda for cross cutting issues.

RANGE OF ACTIVITIES:

- To record and disseminate to members of the Oversight Body, as well as top management of the Guyana Prison Service, the decisions of the Body's deliberations.
- To monitor the implementation of decisions at various points/levels of execution within the Ministry of Home Affairs, Guyana Prison Service top management, Strategic Planning Steering Committee Secretariat, external agencies, etc.
- To liaise with other Government Agencies and other agencies/institutions to ensure that actions deemed necessary by the Oversight Body are implemented.
- To support the Monitoring & Evaluation Officer in ensuring action is taken in a timely manner in relation to activities for which decisions were made, and inform the Permanent Secretary and the Minister issues that occur between meetings and demand immediate resolution.
- To confirm Agenda for the meetings of the Oversight Body, in collaboration with the Head Of The Strategic Planning Steering Committee Secretariat.
- To conduct independent policy analyses on specific issues/existing policies/proposed operations processes and policies as may be requested by the Oversight Body.
- To evaluate the impact of new policies proposals on existing policies at the Ministry and Sector levels, and propose recommendations.
- To liaise with the Planning & Research arm of the Strategic Planning Steering Committee Secretariat to ensure there is no duplication of efforts and activities compliment each other.
- To prepare briefs, position papers, evaluation reports, progress reports, etc. as necessary from time to time.
- To participate in meetings of the Strategic Planning Steering Committee.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Master's Degree in Operations Research, Organisational Theory, Public Policy and Finance or Public Sector Management from a recognised University PLUS five (5) years experience in policy planning and analysis. 

OR

- A Bachelor's Degree in Operations Research, Organisational Theory, Public Policy and Finance or Public Sector Management/Public Management from a recognised University PLUS seven (7) years experience in policy planning and analysis.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- This position is critical to the effective functioning of the Oversight Body as well as the Strategic Planning Steering Committee and Secretariat. This consequently requires that the incumbent is capable of exercising sound judgement as well as independent assessment across the spectrum of policy analyses, isolating the 'vital few' from the 'trivial many' to identify the most critical issues or core problems in the situation that is the subject of analysis and that presents voluminous information for review.

Since the incumbent is the technical advisor to the Oversight Body, the ground work that informs the recommendation(s), and which becomes the basis for the Oversight Body's collective reasoning is expected to be reliable. The impact of a wrong decision based on poor judgement from inadequate recommendations can have national consequences, as these decisions will impact the security of Guyanese citizens.

RESOURCE MANAGEMENT:

- He/she is responsible for all resources entrusted into his/her care and all staff under his/her supervision.

COMMUNICATIONS: The incumbent will be required to communicate with a range of both internal and external stakeholders. These would include officers in the Guyana Prison Service, many at the senior and middle management levels, as well as a range of officials in corresponding institutions in the justice sector and key persons in the Private Sector, NGOs, Donor Agencies, etc.

A good command of written and oral English is absolutely essential for good success. At the written level, material should be well organised, progressively logical with facts and figures as necessary, as well as presented in a sensitive manner in cases where controversial issues are referenced.

WORKING CONDITIONS: Normal working conditions, but is expected to conduct work in the fields from time to time. →

PREPARED BY: SPO

CHECKED BY: PPO