



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## **GOVERNMENT VACANCY**

<b>JOB TITLE:</b>	<b>POLICY ANALYST</b>
<b>MINISTRY/INSTITUTION: DEPARTMENT</b>	<b>OFFICE OF THE PREMIER AND POLICY</b>
<b>DEPARTMENT/DIVISION:</b>	<b>STRATEGIC PLANNING AND POLICY DEPARTMENT</b>
<b>LOCATION:</b>	<b>GRAND TURK</b>

### **JOB SUMMARY**

The incumbent in this position will be responsible to organize an efficient and relevant set of policy initiatives to meet the growing needs of the national community of the Turks and Caicos Islands for informed decision-making. To provide policy advice, options, analyses and recommendations to senior management. Also, be able to prepare communication materials (agendas, minutes, presentations, reports, discussion documents, briefings).

### **TASKS AND RESPONSIBILITIES:**

- Adhere to all Public Service codes, rules and regulations.
- Conduct research studies and prepare professional papers and reports on problems and issues of national relevance or for the advice of Government in connection with the formulation of policy and development planning.
- Prepare cabinet documents.
- Analyze the implications of public policy and develop proposals for policies that cabinet may consider.
- Updating existing policies and drafting new policies
- Coordinate and conduct programmes of training for Ministries and Departments on policy development.
- Coordinate the timely production of government policy documents.
- Undertake such other functions and responsibilities as may be required from time-to-time to achieve the key purposes.

### **QUALIFICATIONS**

- Education – a University Degree from a recognized postsecondary institution in Public Policy, Economics, or relevant field of study. A Master's degree will be an asset.



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## **EXPERIENCE**

The position requires at least seven (7) years on the job experience within the last 10 years in providing strategic analysis, support and advice to senior management on Public policy and programme initiatives.

Minimum seven (7) years of experience updating existing policies, drafting new policies and providing policy briefings, advice and recommendations to government senior managers.

Experience in planning and conducting research, policy and programme reviews to support decision making.

Minimum of projects within the last 10 years demonstrating experience working with people and providing direction on multi-sectoral or interdisciplinary focused policy and program initiatives.

**SALARY – Grade 8.1 – 64,985.00 per annum**

## **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate/Record.

Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**