



## JAMAICA TERTIARY EDUCATION COMMISSION JOB DESCRIPTION

---

<b>JOB TITLE:</b>	Policy Analyst
<b>JOB GRADE:</b>	Level 7
<b>DIVISION/SECTION:</b>	Policy, Planning and Research
<b>REPORT TO:</b>	Director, Policy, Planning and Research
<b>SUPERVISES DIRECTLY:</b>	N/A

---

### **Job Purpose**

The Policy Analyst is engaged in the process of reviewing existing tertiary education policies, institutional and national, and to determine recommendations for their revision, as required to make them relevant to the achievement of national objectives and the effective operation of the tertiary education sector.

The Policy Analyst is also expected to support an extensive research agenda.

### **Key Outputs**

1. Research conducted
2. Current policies reviewed
3. Policy recommendations developed
4. Reports prepared

### **Key Areas of Responsibility**

#### **Technical/Professional Responsibilities**

1. Reviews existing policies for the tertiary education sector to identify strengths, contradictions, gaps and overlaps, and recommends necessary changes
2. Review existing or proposed policies that may impact the tertiary sector and advise on their impact on tertiary institutions and their operations.
3. Examines the local and international environment for policy opportunities.
4. Collaborates with the Director, Policy, Planning and Research, and the Director, International Relations, in reviewing international agreements to determine their implication for tertiary education and its operations in Jamaica.
5. Drafts new policies for consideration by the Commission/Ministry of Education Youth and Information as necessary.



**MINISTRY OF EDUCATION  
YOUTH AND INFORMATION**

6. Collaborates with the Education Planner, in developing policy recommendations.
7. Researches and advises on approaches for financing tertiary education.
8. Researches issues in tertiary education.
9. Prepares draft research and concept papers.
10. Provides support for internal research agenda for J-TEC.
11. Develops recommendations on ways of enhancing financing for tertiary institutions.
12. Develops policies to support access to non-government sources of funding by tertiary institutions.
13. Develops recommendations on the allocations of funding to tertiary institutions for teaching and research in line with national priorities.
14. Maintains databases.

**Other**

15. Performs other related functions assigned from time to time by Director, Policy, Planning & Research.

**Contacts**

**Within the Commission**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Director, Policy, Planning and Research	Receive direction Review proposals and papers
Education Planner	Collaborate on policy development to support priority programmes

**Contacts external to the organization required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Planning Institute of Jamaica (PIOJ)	Consultation, Request data
University Council of Jamaica	Consultation on accreditation policies
International Ministries of Education and/or tertiary regulatory bodies	Compare policy framework
Public & Private Tertiary Institutions in Jamaica	Consultation; Information dissemination; Request data
International Financing Institutions (IFIs) and donors	Information exchange regarding management and funding of tertiary institutions in Jamaica
Employer representatives, NGOs, and civic groups	Consultation; Information dissemination; Request data



### **Performance Standards**

- Thorough policy research undertaken and sound analysis demonstrated.
- Proactive approach to policy development is evident.
- Valid policy recommendations provided within the required timeframe.

### **Required Competencies**

1. Excellent articulation and report writing skills.
2. Excellent communication and presentation skills.
3. Excellent planning and organizing skills.
4. Excellent research, analytic and decision making skills.
5. Strong customer service and quality focus skills.
6. Sound knowledge of the government policy development cycle.
7. Competence in participatory, quantitative and qualitative research methodologies.
8. Basic knowledge of the following acts and regulations:

The Education Act; the Education Regulations; the J-TEC Act; the Financial Audit and Administration Act; the Public Bodies Management and Accountability Act; the Access to Information Act; as well as the Ministry of Education, Youth and Information policies, rules and regulations.

9. Basic knowledge of the terms and conditions governing the establishment of tertiary level institutions.
10. Working knowledge of Government and Public Sector Management and financing.
11. Competence in the use of statistical packages and database management systems.
12. Competence in the use of the Microsoft Office Suite.

### **Minimum Required Qualification and Experience**

- Master's Degree in Public Policy, Public Administration, or Educational Policy or equivalent qualification.
- Five (5) years' experience in policy development or equivalent experience.
- Familiarity with policy research models and methodologies would be an assets.

Or

- Bachelors degree in Public Administration and Policy, or Education
- Ten (10) years' experience in education, policy development or equivalent



**MINISTRY OF EDUCATION  
YOUTH AND INFORMATION**

**Authority:**

- To access data required for the performance of duties.
- To recommend tertiary education policies.

**Special Conditions**

- Required to travel to external agencies to gather information.
- Required to possess a valid Driver's Licence and a reliable motor vehicle

**Validation of Job Description**

This document is validated as an accurate and true description of the job described herein

_____	_____
Head of Department/Division	Date
_____	_____
Manager/Supervisor	Date
_____	_____
Employee	Date