



PROGRAMME OFFICER: POLICY ANALYSIS AND COORDINATION

The Government of Jamaica, through the Planning Institute of Jamaica (PIOJ), seeks to fill the position of **Programme Officer: Policy Analysis and Coordination**, within the Poverty Reduction Coordinating Unit (PRCU). The PRCU coordinates the implementation, monitoring, and evaluation of the National Poverty Reduction Programme (NPRP), which addresses interventions for poverty reduction through medium-term programme frameworks aligned with the National Policy on Poverty (2017), the Jamaica Social Protection Strategy, and Vision 2030 Jamaica - National Development Plan.

Key Responsibilities

1. Providing technical input, including research and information, to define the parameters of each medium-term (3-year) programme and annual operational planning cycles.
2. Supporting the coordination and monitoring of the NPRP through liaising with pertinent Ministries, Departments and Agencies, as well as non-state entities in determining programme imperatives, building partnership and capacities, and improving collaboration and coherence.
3. Providing input to the monitoring and evaluation framework and system for tracking results under the NPRP, in collaboration with relevant Units within the PIOJ.
4. Provide technical advice to internal and external clients, including through reports, briefs and submissions, in accordance with processes within the PIOJ.
5. Supporting the budget definition and preparation process for the financing of the NPRP.

Qualification/ Experience/ Attributes/Skills

- Post graduate qualifications in the Social Sciences with at least five (5) years' experience in the Public Sector
- Knowledge and appreciation of public policy and social policy issues and of their juxtaposition with sustainable development within the context of Vision 2030 Jamaica and the SDGs is critical.
- Training and experience in coordination, partnership building, project management, and Monitoring and Evaluation will be a distinct asset.
- Exposure to research methodologies (quantitative and qualitative)
- Practical experience in social work or community development will be an added advantage
- Excellent communication skills including written, presentation and public speaking skills
- Ability to work with persons at various organizational levels

Applications should be submitted no later than **Friday, February 6, 2026** to:

The Director, Human Resources

Planning Institute of Jamaica

16 Oxford Road

Kingston 5

Fax: 906-5011

email: vacancies@pioj.gov.jm

Website: www.pioj.gov.jm

We thank you for your expressions of interest, however, only short-listed applicants will be contacted.