



**CIVIL SERVICE OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**  
**MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND**  
**TRANSPORT (MSETT)**

<b>JOB TITLE:</b>	Telecommunications Analyst
<b>JOB GRADE:</b>	GMG/SEG 3
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Technical Services Directorate
<b>BRANCH:</b>	Telecommunications
<b>REPORTS TO:</b>	Principal Director, Telecommunications
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

## **JOB PURPOSE:**

Under the direct supervision of the Principal Director, Telecommunications, the Telecommunications Analyst is responsible for conducting research, analyzing policy issues, and providing recommendations related to telecommunications regulations, industry trends, and technology advancements. The incumbent will be responsible for monitoring regulatory changes, assessing the impact on the country, and advocating for favorable policies.

## **KEY OUTPUTS:**

- Research conducted.
- Reports produced.
- Inputs to telecommunication policy
- Telecommunications market monitored and analysed
- Market trends identified, and competitive advantages assessed
- Emerging telecommunications technologies evaluated
- Technical advice/ recommendations provided
- Ministry represented at relevant forums

## **KEY RESPONSIBILITY AREAS**

### **Administrative/Management**

- Provides guidance and recommendations to ensure adherence to legal requirements and regulatory obligations.
- Prepares reports, white papers, and presentations summarizing findings and providing insights to support decision-making.
- Engages with regulatory authorities, industry associations, and other stakeholders to gather information, provide input.
- Participates in industry working groups, consultations, and public hearings related to telecommunications policy matters.
- Collaborates with internal teams, such as legal, Strategic Planning and policy services, to ensure alignment with business objectives and regulatory requirements.

- Represent the Ministry's interests in telecommunications policy discussions, consultations, and industry forums.
- Advocates for national telecommunications policy positions in deliberations and engagements with government and non-government stakeholders.
- Stays updated with the latest developments, technologies, and best practices in the telecommunications industry by attending conferences, workshops, and industry events to enhance knowledge and expertise.

## **Technical**

- Researches, analyses, and evaluates telecommunications policies, regulations, and industry trends.
- Monitors changes in legislation, regulatory frameworks, and international standards that impact the telecommunications industry.
- Assesses the Ministry's compliance with telecommunications regulations and policies
- Evaluates the impact of proposed policy changes on the Ministry's operations, business strategy, and financial performance and identifies risks and opportunities and provide recommendations for adapting to regulatory changes.
- Conducts in-depth research on telecommunications topics, including market trends, emerging technologies, and regulatory developments.
- Monitors and analyses the telecommunications market landscape, including competitors' strategies, services, and pricing models.
- Identifies market trends, assesses competitive advantages, and provide recommendations to enhance the Jamaica's competitiveness.
- Evaluates emerging telecommunications technologies, such as 5G, Internet of Things (IoT), and cloud-based services and assess the potential impact on the Country's infrastructure, services, and business models.
- Provides recommendations for adopting new technologies and leveraging them strategically.

- Contributes to the development and revision of telecommunications policies, guidelines, and procedures within the Ministry.

#### **Other**

- Performs any other related duties assigned from time to time.

### **INTERNAL AND EXTERNAL CONTACTS**

<i><b>Internal</b></i>	<i><b>Nature of Relationship</b></i>
Principal Director, Telecommunications	Guidance and work assignment

<i><b>External</b></i>	<i><b>Nature of Relationship</b></i>
Ministries, Departments and Agencies	Sharing and receiving information on behalf of the Branch
Planning Institute of Jamaica	
Statistical Institute of Jamaica	

### **PERFORMANCE INDICATORS**

- Technical reports and policy papers submitted according to established standards and in a timely manner.
- Research conducted in a timely and efficient manner.

- Inputs to policies are evidence-based;
- Sound and timely advice is provided;
- Monitoring mechanisms are effective ensuring goals or specified objectives are accomplished in accordance with prescribed priorities, time limitation and funding conditions
- Established deadlines, targets and quality standards are consistently met;
- Operates in a fair and impartial manner, sets consistently high standards and establishes clear and focus direction for direct reports;
- Confidentiality, high ethical standards and professionalism are displayed in the execution of duties and personal conduct and with the highest standards in a fair and impartial manner;
- Mutual respect displayed in the work environment at all times.

## **REQUIRED COMPETENCIES**

*The following Core and technical competencies are informed by the Ministry's Competency Framework. Please refer to this document for further information on the definition and description of the level(s) for each competency.*

<b>CORE</b>	<b>Level</b>	<b>Technical</b>	<b>Level</b>
Oral Communication	3	Use of Information, Communication and Technology	3
Written Communication	3	Strong knowledge of telecommunications legislation, policies, regulations, and industry frameworks.	4
Teamwork and Cooperation	4	Familiarity with regulatory bodies and processes governing the telecommunications industry.	3
Interpersonal Skills	3	Excellent research and analytical skills	4

<b>CORE</b>	<b>Level</b>	<b>Technical</b>	<b>Level</b>
Initiative	3	Understanding of technology advancements and their impact on telecommunications services	3
Client and Quality Focus/Commitment to Service Quality	3	Ability to collaborate and engage with stakeholders	2
Compliance	3	Ability to work independently, manage multiple projects, and meet deadlines.	2
Adaptability	3	Policy Development	2
Integrity	4		
Methodical	3		
Problem Solving	3		
Planning and Organizing	3		
Goal/Result Oriented	3		
Strong attention to detail	3		
Analytical Thinking	3		

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in telecommunications, public policy, or a related field.
- A minimum of three years' experience in policy analysis, data analysis advocacy, or regulatory affairs within the telecommunications industry is preferred.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- May be required to travel locally on official business;
- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.