



**WESTERN REGIONAL HEALTH AUTHORITY  
LOT 31B, FAIRVIEW SHOPPING CENTRE  
MONTEGO BAY  
ST JAMES**

**VACANCY**

Applications are invited from qualified persons for the position of:

**STRATEGIC PLANNING ANALYST (Band 8)**

**Regional Office**

**Salary Scale: \$4,266,270.00 - \$5,737,658.00 per annum**

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a **Strategic Planning Analyst** for the **Regional Office**. Under the direct supervision of the Director, Strategic Planning and Performance Monitoring and Evaluation, the Strategic Planning Analyst is responsible for assisting with the development and coordination of the Strategic Corporate Planning processes and policy review functions to ensure alignment with the Ministry of Health and Wellness and Government of Jamaica priorities.

**CORE FUNCTIONS (include but not limited to):**

- Assists with the coordination of the strategic corporate planning process for the Ministry and related agencies and departments
- Provides strategic direction to the planning process to ensure that divisional/Branch/Section plans are in alignment with the Ministry's goals and objectives and consistent with and contributes to Government priorities
- Assists with the design of corporate, operational plans and procedures, and ensures implementation across the Ministry and related agencies and department
- Liaises with the Budget Section of the Finance and Accounts Division to obtain budgetary information
- Participates in the development and implementation of systems and procedures to guide the corporate planning and evaluation processes
- Updates and maintains the sections information and communication systems to aid the planning process
- Organizes and convenes Strategic Planning Coaching sessions for assigned programmatic areas
- Assists with the preparation of the corporate plans for the Ministry, ensuring integration of the planning and budget processes
- Liaises with and provides assistance and guidance to Heads of Divisions/Branches/Sections in the preparation of their strategic corporate and operational plans
- Identifies challenges and potential barriers to effective implementation of planning programmes and projects
- Reports on strategic and policy related issues making available current data and information on specific portfolio responsibilities and any other critical issue
- Conducts research on corporate planning and other technical activities of the Unit and makes

recommendations on policy and programme issues to support the work of the Branch

- Conducts strategic audit
- Conducts data gathering exercise designed to inform the Ministry's Strategic Corporate and Operational Plans
- Conducts annual and ongoing environmental scans; and reports on social, economic and international developments impacting on the feasibility of the operations and programmes of the Ministry and related Agencies
- Participates in the monitoring and evaluation of Ministry's/Agencies'/Departments' programmes and projects to ensure programmes and projects comply with established Government policies, legislations and regulations
- Conducts quarterly and annual reviews and analysis of the performance of the Ministry and related agencies and departments in relation to Strategic Corporate and Operational Plans
- Contributes in the development of policy performance indicators and programme evaluation criteria and methods
- Reviews and analysis Strategic Corporate/Operation plans and highlights associated risks and make recommendations to manage related risks
- Assists in the development, implementation and maintenance standard operating procedural manuals on the Strategic Corporate Planning process

### **SPECIFIC KNOWLEDGE/SKILLS REQUIRED:**

- Good interpersonal, oral and written communication skills
- Good planning, organizing and time management skills
- Demonstrates initiative and strategic vision
- Strong analytical thinking, problem-solving and decision-making skills
- Knowledge of the Ministry's policies and procedures
- Knowledge of planning and evaluation techniques and budget management
- Knowledge of corporate and operational planning and budgeting processes and procedures
- Knowledge of performance monitoring techniques and their applications
- Proficiency in the use of statistical (SPSS) and other relevant computer applications

### **QUALIFICATION & EXPERIENCE:**

- Bachelor's Degree in Management Studies, Business Administration, Public Administration or any closely related field
- Three (3) years of related experience
- Specialized training in Corporate/Strategic Planning & Performance Monitoring and Project Management

**Application letter along with detailed resume should be submitted no later than**

**June 12, 2026 to:**

**The Director  
Human Resource Management and Development  
Western Regional Health Authority  
Lot 31b, Fairview Shopping Centre  
St. James  
Or e-mail: [wrojobs@wrha.gov.jm](mailto:wrojobs@wrha.gov.jm)**

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**