



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 124

OSC Ref. C.4857¹⁵

5th June, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Statistical Officer (SOG/ST 5) – (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent will be required to provide technical support to the Road Safety Unit in the preparation of research proposals, conducting research and assisting in the preparation of relevant reports so that the necessary analyses can be carried out in keeping with the mandate/functions of the Unit.

Key Responsibilities

- Conducts research/surveys for the Unit;
- Prepares tables/graphs, fact sheets and written reports summarizing research results;
- Verifies the accuracy and validity of data entered into databases;
- Performs descriptive and multivariate statistical analyses of data using computer software;
- Responds to external and internal research enquiries from colleagues, other Government Departments, academics, local councils, Regional Development Agencies and members of the public;
- Provides information and analysis on research issues and their development;
- Participates in the designing of questionnaires and other surveys methodologies;
- Formulates and designs criteria and instruments for the study of accident prone sites and elements;
- Formats research documents, such as research proposals, research instruments and other related documents;
- Analyzes in-depth interviews conducted with key stakeholders relating to researches being conducted;
- Provides daily crash updates to the media and other stakeholders;
- Liaises with the public and provides accident statistics as requested;
- Disseminates Road Safety Information to the public, Ministries and Agencies;
- Prepares reports as needed;
- Participates in outside broadcasts;
- Participates in community awareness activities/meetings/fora in high risk areas and to high risk persons;
- Attends meetings as required.

Required Knowledge, Skills and Competencies

- Knowledge and experience in research methodology, survey design and implementation
- Knowledge of software packages eg. SPSS
- Good analytical and statistical skills
- Clear understanding of statistical terms and concepts
- Experience in database development and management skills
- Knowledge and experience in publishing and writing
- Excellent oral and written communication skills
- Expert knowledge of theory, systems and application of statistical research methodologies

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences discipline.

Applications accompanied by résumés should be submitted **no later than Thursday, 18th June, 2020 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**