



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 318

OSC Ref. C. 4858³⁶

8th December, 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 fill the **vacant** post of **Statistician (SOG/ST 6)** in the **Economic Planning and Policy Division, Ministry of Agriculture and Fisheries**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Senior Agricultural Economist, the **Statistician** designs and implements systems and procedures geared towards efficient collection, initial tabulation and analysis of agricultural data and information.

Key Responsibilities

Management/Administrative

- Evaluates the performance of the Division/Unit in terms of achievement of objectives
- Assesses and trains staff in conducting surveys and analyzing data

Technical

- Assists in the development of objectives, work schedules and plans for carrying out the various task of the section;
- Designs and maintains a reporting system which ensures that the work of the section is subject to constant review;
- Provides technical guidance and direction to staff members in the Division;
- Prepares quarterly, annual and ad hoc reports on the projects/programmes for the Division;
- Supervises data collection for surveys and censuses;
- Provides sound conclusions and recommendations from analysis;
- Designs, implements and conducts studies in pig, beef and dairy industries to gather information relating to:
 - Quarterly and annual production
 - Livestock and poultry production
 - Problems encountered in the Industries
 - Likely periods of gluts and shortage.
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Good interpersonal skills
- Co-operation and teamwork
- Goal/results oriented
- Planning and organizing
- Initiative
- Integrity

Technical

- Good analytical and organizational skills
- Excellent knowledge of SPSS and other statistical software/computer skills
- Excellent data collection skills
- Good knowledge of GOJ and Ministry policies and procedures
- Analytical thinking
- Methodical
- Strategic Vision

Minimum Required Qualification and Experience

- Bachelor's Degree in Statistics/ Agricultural Economics with Statistics as Principal subject/ Statistics with Economics and working knowledge of Agriculture
- Two (2) years working experience in calculation, analysis and interpretation of agricultural information
- Good working knowledge of Statistical Software is an asset

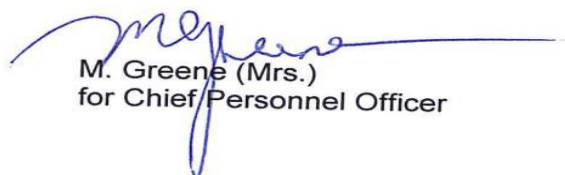
Applications accompanied by résumés should be submitted **no later than Monday, 21st December, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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.


M. Greene (Mrs.)
for Chief Personnel Officer