



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 4**  
**OSC Ref. C. 4858<sup>37</sup>**

6<sup>th</sup> January, 2021

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 **Statistician (SOG/ST 7) – (Not Vacant)** in the **Agricultural Marketing Information Division, Ministry of Agriculture and Fisheries**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Director, Data Analysis (SOG/ST 8), the Statistician (SOG/ST 7) is responsible for the designing and implementation of systems and procedures geared towards efficient collection, initial tabulation and analysis of agricultural data and information.

**Key Responsibilities**

***Management/Administrative:***

- Represents the Ministry at meetings, conferences, workshops and seminars, locally and internationally.

***Technical/Professional:***

- Assists in developing objectives, work schedules and plans for carrying out the various task of the Section;
- Institutes 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;
- 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;
- Perform any other related duties and responsibilities assigned by the Director, Data Analysis from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Good analytical/reasoning skills
- Good organizing, interpersonal and leadership skills
- Good customer and quality focus skills

***Technical:***

- Good mathematical reasoning
- Good problem-solving and decision-making skills
- Good judgment

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Statistics, Agricultural Economics with Statistics as the principal subject or Statistics with Economics and work 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.

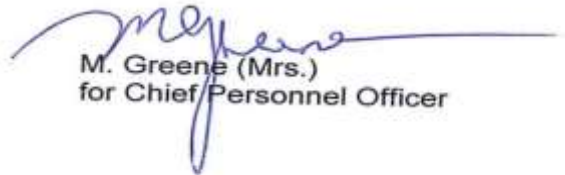
Applications accompanied by Résumés should be submitted **no later than Tuesday, 19<sup>th</sup> January, 2021 to:**

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

Email: [hrm@micaf.gov.jm](mailto: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