



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 191
OSC Ref. C. 4858³⁹

14th June, 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 fill the **vacant** post of **Statistician (SOG/ST 7)** in the **Agricultural Marketing Information Branch, 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 implement and conduct 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 shortages.
- Performs 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 communicational skills
- Good analytical/reasoning skills
- Good organizational skills
- Good leadership skills
- Good interpersonal 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 Friday, 25th June, 2021 to:**

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

Email: hrm@moa.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**