



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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OSC Ref. C.4857¹⁶

22nd March, 2022

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 **Research Analyst (GMG/SEG 2)**, in the **Ministry of Transport and Mining**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent, under the general direction of the Director, Planning Research and Evaluation, will have the responsibility of providing general analytical support and guidance across all technical areas in the Planning, Research and Evaluation Branch by conducting mining/minerals related research, feasibility studies, project monitoring and evaluation and impact assessments; as well as conducting analyses to inform the mining/minerals policy and planning issues.

Key Responsibilities

- Collaborates with the Minerals Policy, Planning and Development Branch, Mines and Geology Division and other Units of the Ministry and its Agencies in conducting research related to the Mining/Minerals Sector;
- Organizes, participates in and supervises the collection of information on related cultural, socio economic and environmental variables;
- Develops and implements methodologies for the collection and management of Mining/Minerals Data in keeping with the Minerals Economics and Development Unit's Agenda;
- Conducts research and analysis to inform and support the mining planning and project implementation process for the Minerals Sector;
- Participates in the design and implementation of studies related to mining/minerals operations and development;
- Analyses data collected and provides findings and recommendations;
- Prepares reports on research undertaken;
- Critiques studies undertaken by other researchers and prepares comments and recommendations on selected material;
- Carries out analysis and evaluation of ongoing projects in the Mining and Minerals Industry and prepares reports as required;
- Reviews and provides comments on proposals for the development of the Minerals Sector and other related matters;
- Carries out investigations and recommends solutions to Mining or Minerals issues raised by members of the public;
- Conducts impact assessment studies and prepares reports on matters affecting the Mining or Minerals operations and the impact on the public;
- Assists with the evaluation of the activities of the Ministry;
- Attends relevant internal and external meetings, workshops, conferences and seminars on Minerals issues and provides technical advice on related matters, including the presentation of papers and reports when required;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the Minerals Portfolio
- Knowledge of Project Management processes
- Knowledge of project evaluation
- Expertise in design of studies and research activities
- Understanding of maps, plans and drawings
- Knowledge of Economic principles
- Ability to conceptualize research issues
- Excellent analytical and statistical skills
- Good oral and written communication and presentation skills
- Excellent interpersonal skills
- Sound problem-solving skills

- Good planning and organizing skills
- Knowledgeable in the use of Microsoft office software and other relevant databases
- Ability to work in a team
- Ability to work on own initiative

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics, Statistics, Planning, Engineering or any other related discipline;
- Additional training in policy planning, research and policy analysis;
- Three (3) years' experience in research and analysis;
- Post Graduate Degree in Economics or related discipline would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 4th April, 2022** 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**