



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 309**

### **OSC Ref. C. 4860<sup>10</sup>**

18<sup>th</sup> July, 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 be assigned to the post of **Monitoring and Evaluation Officer (SOG/ST 6) - (Contract)**, for the period **August 8, 2022 to March 31, 2023** in the **Planning, Research and Monitoring Unit, Ministry of Labour and Social Security**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To assist the Corporate Planner in the monitoring and evaluation of the Ministry's programmes and interventions. Additionally, to assist the Director, Research and Analysis in conducting analysis on the Ministry's administrative data as well as primary data obtained from research activities. To develop and implement appropriate statistical techniques and methodologies for data processing and analysis. To assist in conducting social and economic research in keeping with the objectives of the Ministry.

### **Key Responsibilities**

#### ***Research and Data Processing:***

- Evaluates, processes, analyses and interprets Statistical Data;
- Applies and oversees the application of econometric/statistical techniques to the processing and analysis of data;
- Populates Data Dashboards with key performance data for the Quarterly Performance Review;
- Conducts analysis on the Ministry's Performance Data;
- Develops appropriate methodologies for data processing and analysis;
- Assists in the preparation of research proposals to initiate research into areas relevant to the work of the Ministry;
- Participates in designing surveys and research instruments to conduct research;
- Participates in the process of deliberating research objectives based on the Mandate of the Ministry;
- Develops statistical methods/techniques to help in determining the reliability of findings;
- Prepares research papers/background research documents, Briefs and other monitoring and evaluation reports;
- Prepares Statistical Reports on the Programme of Advancement Through Health and Education.

#### ***Other:***

- Represents the Ministry at meetings, conferences and seminars/workshops;
- Participates in cross functional teams to achieve Ministry/Unit objectives;
- Performs any other duties that may be assigned from time to time by the Corporate Planner or the Director, Research and Analysis.

### **Required Knowledge, Skills and Competencies**

- Good research and analytical skills
- Proficiency in the use of statistical software and other relevant computer applications
- Sound knowledge of research methodology
- Good interpersonal and organizing skills
- Excellent oral and written communication skills
- Good presentation skills

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in the Social Sciences preferably in Demography, Statistics,

- Economics or Sociology;
- Two (2) years' experience in a research capacity.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> July, 2022 to:**

**Senior Director Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

Email: **resume@mlss.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**