



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 349

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17th August, 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 **Statistician (SOG/ST 6) (Not Vacant)** in the **Ministry of Transport and Mining**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent under the general supervision of the Director, Planning, Research and Evaluation, will be required to:

- Provide information and statistical advisory services to the Ministry for use in developing, implementing and monitoring Transport and Mining Policies and for publication and widespread distribution;
- Oversee the development of the statistical function for the Ministry through the collection, analysis, interpretation and presentation of quantitative information from diverse sources for the Minister, Ministry staff, other Agencies and Ministries and the general public for the development of an official Transport Statistics Database and the production, compilation and distribution of monthly, quarterly and annual transport statistics report publications.

Key Responsibilities

- Searches, collects, analyses, tabulates and presents statistical information for storage in transport statistics database and for inclusion in reports and summaries;
- Organizes, participates in and supervises the collection of information air, maritime, rail and road transportation; public works and related social variables;
- Prepares and publishes Transport Statistics Reports and posts same on the Ministry's Intranet and Internet Website.
- Integrates the present data using software packages such as SPSS, SAS, ArcView, MS Office Suite (Access, Excel, Word, PowerPoint etc.), MS SQL Server, MS Visio, Photoshop and Macromedia Dreamweaver;
- Ensures Statistical Data is represented spatially, i.e. maps, when required by working closely with GIS team to provide input and advice regarding the production of maps for publication;
- Transports statistics publications layout, production, graphical designs, editing and preparation which includes activities such as writing the report;
- Publication of Transport Statistics Report; monitors and supervises activities regarding printing and binding;
- Drafts hard copy Statistics Reports at the Ministry to distribute to relevant sources for feedback;
- Prepares CD-ROMs (CDs) with copies of Transport Statistics Publication using relevant Web Page Design Software;
- Investigates, interprets, analyses and prepares recommendations regarding various Transport and Mining activities;
- Collects and collates data on transportation and mining for submission to international bodies such as the International Road Federation Fund (IRF);
- Oversees the development, implementation and maintenance of a National Transport Statistics Database;
- Reviews, contributes to and comments on research proposals before survey implementation; and oversees and/or gives input to the creation of survey instruments;
- Evaluates ongoing surveys and recommends improvements to existing methods, including the development, promulgation and monitoring of standards and guidelines for surveys undertaken by the Ministry;
- Represents Ministry at meetings, seminars, workshops and conferences;
- Participates in the development and formalization of working relationships, e.g. Memorandum of Understanding (MOUs) between the Ministry and portfolio and non-portfolio data sources identified to assists in the development of the statistical function;
- With the aid of mathematical techniques and software, analyses data, interprets results and indicates reliability of findings, including forecasting trends in the Transport Industry through the use of techniques such as modeling;
- Using appropriate statistical techniques develops methods to analyze Transport and Mining activities and condition data to provide rational quantitative basis for forecasting

- public works;
- Utilizes databases and information sources to meet internal and external statistical needs;
- Aids in the preparing training courses;
- Performs other related duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Technical

- Knowledge and experience in research methodology, survey design and implementation
- Knowledge of software packages such as SPSS
- Good analytical and statistical skills
- Clear understanding of statistical terms and concepts
- Experience in database development and management skills
- Knowledge and experience in publishing and writing

Core

- Ability to plan and organize multiple tasks
- Good interpersonal and communication skills
- Ability to work on own initiative
- Good analytical and judgement skills
- Goal/Result oriented
- Research and consultation skills

Minimum Required Qualification and Experience

- An Undergraduate Degree with a significant quantitative component, such as statistics, mathematics, economics, operational research, social and political sciences, psychology, geography, civil engineering;
- Three (3) years professional experience in statistics or statistics related field with continuous professional development;
- A Postgraduate Degree in a numerate subject or a transport related field would be an asset.

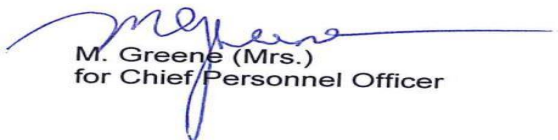
Applications accompanied by résumés should be submitted **no later than Tuesday, 30th August, 2022 to:**

**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.


M. Greene (Mrs.)
for Chief Personnel Officer