



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 511 **OSC Ref. C.4515/S3²**

23rd November, 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 **Assistant Statistician (SOG/ST 4) (2 Posts)** in the **Court Administration Division**, salary range \$1,103,582 - \$1,311,812 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Statistician, the Assistant Statistician provides support by participating in the design, administration and preparation of reports. Analyzes and evaluates data gathered during research. Ensures compliance with protocol and overall clinical objectives.

Key Responsibilities

- Assists in the production of Monthly, Quarterly, and Annual Statistics Reports on assigned business lines throughout the Court System;
- Assists with responding to data request from local and international Organizations;
- Assists in administering research instruments;
- Assists in administering surveys to gauge the sentiments of the users of the Courts;
- Assists in data validation exercises;
- Assists in the collation of historical case statistics;
- Assists with the analyst and interpretation of Statistical Data in order to identify significant difference in relationships among sources of information;
- Assists in maintaining the Statistical Databases;
- Assists with responding to data request from local and international Organizations;
- Processes and analyzes survey results to support the Strategic Objectives of Court Administration Division and the Office of the Chief Justice;
- Performs any other duty assigned by the Chief Statistician or Senior Statistician;
- Performs any other related duties that may be assigned from time to time by Supervisor.

Required Knowledge, Skills and Competencies

Technical:

- Good mathematical ability and computer literacy
- Good analytical skills
- Good oral and written communication skills
- Proficient in the use of relevant Computer Applications (e.g. SQL)
- Good problem-solving skills

Core:

- A practical and strategic approach to work
- A high level of accuracy and attention to detail
- Capacity to work alone and within teams
- Ability to exercise the highest level of integrity and confidentiality on the job
- Ability to work independently

Minimum Required Qualification and Experience

- Associate Degree in Business Administration, Mathematics, Statistics, Economics, Psychology, Demography or related area;
- Court experience is a must.

Special Condition Associated with the Job

- Extensive travelling

Applications accompanied by résumés should be submitted **no later than Tuesday, 6th December, 2022 to:**

Senior Human Resource Officer
Human Resource Department
Supreme Court King Street
Kingston

Email: hrd@supremecourt.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