



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 129 **OSC Ref. C. 6528¹²**

16th March, 2023

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/fill the following posts in the **Ministry of Science, Energy and Technology**:

1. **Statistician (SOG/ST 5) (Not Vacant) - Policy Planning Development and Evaluation Division**, salary range \$2,735,387 - \$3,678,791 per annum.
2. **Transport Manager (GMG/AM 3) (Vacant) – Corporate Services Division**, salary range \$1,753,837 - \$2,358,715 per annum.

1. **Statistician (SOG/ST 5)**

Job Purpose

Under the direction of the Chief Research Officer, applies statistical methodologies to a wide range of problems and develop and maintain data bases covering matters relevant to the Ministry's three primary portfolios (science, energy, and technology) in support of long-term planning and strategic development.

Key Responsibilities

Management/Administrative:

- Participates in meetings and workshops on economic planning and statistical issues related to the Ministry's various portfolios.
- Develops and manages the Ministry's respective portfolio statistics databases.
- Keeps current with developments in statistics and their application to science, energy, and technology. These include research management, research ethics, data manipulation, and the use of appropriate statistical programmes.

Technical/Professional:

- Provides statistical advice in the development of all policies and programmes;
- Applies statistical methods to solve problems within the energy, technology and science portfolios;
- Designs experiments, trials or surveys to produce the required data;
- Collects, analyses, tabulates and presents statistical information for storage in Energy, Technology and Science Statistics Database and for inclusion in reports and summaries;
- Analyzes and interprets statistical data in order to identify significant differences in relationship among sources of information;
- Monitors data collected through shelf life;
- Provides current statistical data on existing Ministry projects and programmes that will inform performance monitoring and evaluation;
- Determines adequacy of existing statistical system and makes improvements as necessary;
- Integrates 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;
- Participates in the development and formalization of working relationships, e.g. Memoranda of Understanding (MOU), 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, analyzes data, interprets results and indicates reliability of findings, including forecasting trends in the Ministry's four primary portfolios through the use of techniques such as modelling;
- Evaluates sources of information in order to determine any limitations concerning reliability and usability;
- Evaluates statistical reports and information to determine adherence to the Ministry's priorities, policies and programmes;
- Prepares Ad-hoc Statistical Reports as required;
- Performs any other related duties that may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem solving and decision making skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Use of technology – relevant computer applications
- Knowledge of the Staff Orders and Public Service Regulations
- Excellent knowledge of research and analysis software packages such as SPSS
- Good analytical, research and statistical skills
- Demonstrated ability to employ modelling and statistical packages to treat data sets from the ministry's various portfolios
- Experience in database development and management

Minimum Required Qualification and Experience

- Bachelor of Science Degree with a significant quantitative component, such as Statistics, Economics, Mathematics, Operational Research, or related field from an accredited tertiary institution;
- Three (3) years' professional experience in Statistics, Economics, or related field with continuous professional development.

Special Condition Associated with the Job

- May be required to work beyond regular working hours to meet deadlines;
- Field investigations are an integral part of the statistical responsibilities. The incumbent should be prepared to endure exposure to dust, noise, heat and other conditions present in mineral operations, power plants, mineral exploration, and mineral products manufacturing sites.

2. Transport Manager (GMG/AM 3)

Job Purpose

Under the supervision of the Director, Administration, the incumbent is responsible for the management, assignment, maintenance, and security of the ministry's fleet vehicles in accordance with the Financial Administration and Audit Act and Regulations and the Revised Comprehensive Motor Vehicle Policy for the Public Sector.

Key Responsibilities

Management/Administrative:

- Provides day-to-day leadership and direction in the development and continual performance improvement of the Section;
- Initiates and responds to correspondence concerning fleet management;
- Ensures that all required processes, systems and controls are in place within the Section; to enable achievement of its objectives effectively and the safe custody of motor vehicles, accessories and advance cards for fuel;
- Ensures that the Section operates within the prescribed budget;
- Prepares budget for the Transportation Section;
- Monitors the proper use of the advance card system;
- Ensures adherence to Public Sector Motor Vehicle Policy and the Financial Administration and Audit Act;
- Checks daily for the validity of Insurance, certificate of Fitness and licence for motor vehicles and request payment through Finance and Accounts Division;

- Ensures that Log Books for motor vehicles are maintained on a daily basis;
- Visits Collector of Taxes to ensure that motor vehicle taxes are paid on time;
- Recommends and implements changes in transport procedures;
- Manages the maintenance of all MSET's owned fleet vehicles by preparing the relevant requests and dispatches motor vehicles to approved garages for regular service and monitors the work done;
- Monitors Log Book of fleet drivers;
- Ensures all vehicle files and records are updated;
- Co-ordinates transportation for delivery of all mail and other items leaving the Division and the Ministry;
- Schedules vehicle assignments to economize on fuel consumption;
- Ensures that Driver's Licence for each Driver is current;
- Assesses replacement options for vehicles;
- Ensures safe parking of vehicles;
- Arranges for re-training and re-certification of Drivers and registration and re- certifications of vehicles;
- Submits regular and comprehensive monthly reports to the Director, Administration.

Technical:

- Visits accident sites, prepares reports and communicates to relevant officers in accordance with existing regulations and follow up on such reports (investigation);
- Keeps records/history of drivers and accidents;
- Maintains inventory of motor vehicles and operational costs;
- Requests Board of Survey for the disposal of obsolete and redundant motor vehicles from the main inventory;
- Liaises with the Ministry of Finance and motor vehicles dealers to arrange for the purchase of motor vehicles;
- Responds to Audit queries/observation relating to motor vehicles;
- Prepares minutes for payment of services rendered;
- Reconciles receipts with statements from relevant companies repairing vehicles;
- Analyses fuel statements from gas stations;
- Maintains duty roster of drivers;
- Implements and maintains Pick –Up and Drop-off schedule of staff from and to prescribed places.

Human Resource:

- Manages the welfare and development of staff through effective performance management, coaching, mentoring and training;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Ensures that direct reports are aware of, and adhere to the policies, procedures and regulations of the Division and the Ministry;
- Recommends Leave, staffing arrangements and disciplinary action in keeping with Human Resource policies and procedures.
- Performs any other related duties that may be assigned by the Director, Administration.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Written communication
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Good analytical thinking skills
- Good problem solving and decision making skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Proficiency in the use of relevant computer applications (Microsoft Office Suite)
- Knowledge of the Staff Orders and Public Service Regulations
- Knowledge of GoJ Procurement Procedures and Guidelines

- Knowledge of the Financial Administration and Audit Act Instructions and Regulations
- Excellent Knowledge of motor vehicles, which relates to their parts and functions
- Excellent knowledge of the Comprehensive Motor Vehicle Policy for the Public Sector
- Knowledge of the prices which affects the petroleum products locally and international, in order to establish and maintain the consumption of fuel of motor vehicles
- Knowledge of consumer service, office procedures and principles

Minimum Required Qualification and Experience

- Diploma in Transport Management/Management Studies or similar field from a recognized Tertiary institution;
- Certification in Auto Mechanics;
- Three (3) years' experience working in a fleet management or transport environment.

Special Condition Associated with the Job

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29th March, 2023 to:**

Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10

Email: careers@mset.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