



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. 156 **OSC Ref. C. 6528¹²**

4th April, 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 the following posts in **Ministry of Science, Energy and Technology**:

1. **Statistician (SOG/ST 5) (Not Vacant) (Policy Planning Development and Evaluation Division)** salary Range: \$3,094,839 - \$4,162,214 per annum.
2. **Commitment Control Officer (FMG/AT 3) (Not Vacant) (Finance and Accounts Division)** salary Range: \$1,984,305 - \$2,668,670 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 develops and maintains data bases covering matters relevant to the Ministry's three (3) 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;
- 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, with the aid of mathematical techniques and software
- 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 other related duties as may be determined from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication
- Good customer and quality focus
- Good team work and co-operation
- Displays a high level of integrity
- Compliance
- Good Interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Problem solving and decision making
- Initiative
- Planning and organizing
- 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

- Extended hours may be required 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. Commitment Control Officer (FMG/AT 3)

Job Purpose

Under the direction of the Director, Management Accounts the incumbent is responsible for the maintenance of an effective Cash Management System and for controlling expenditure within the limits of the approved budget and warrant allocation in respect of the Ministry's Recurrent and Capital A and B Heads.

Key Responsibilities

- Assists with the preparation of the Management Accounts Unit Plan;
- Prepares Individual Work Plan;
- Attends meetings as required;
- Prepares status and other reports as required;
- Assists in the Commitment Planning process by the determination and classification of commitments according to Inescapable, Priority and other Commitments;
- Assists the Directors, Management and Final Accounts in the planning and utilisation of available cash based on the level and categories of outstanding commitments;
- Provides advice to the Director, Management Accounts regarding slow moving activities and projects from which funds can be wired to satisfy the need of activities/projects that are urgently in need of funds;

- Examines Purchase Orders submitted by Director, Management Accounts to see whether funds are available, approves and blocks funds where appropriate for such commitment;
- Informs Divisional Heads of the status of their requisitions and the funds available under their respective programmes;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent, Capital A and B Heads by ensuring that warrant allocations and lodgements are posted correctly and promptly;
- Submits Monthly Reports to the Director, Management Accounts on the position of un-discharged commitments;
- Writes letters to the bank to request cheques;
- Writes letters for the disposal of cheques;
- Maintains Cheque Registers for Recurrent, Imprest and Deposits for the various projects' bank accounts in the Ministry;
- Certifies Accrual Accounting Application (FINMAN) for Voted Provisions, Warrant Issues, Warrant Transfers, Lodgements, and adjustments and Virement to the accounting application (FINMAN);
- Performs any other duties assigned from time to time by the Director Management Accounts.

Required Knowledge, Skills, and Competencies

Core:

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

Functional:

- Good problem-solving and decision-making
- Ability to use own initiative
- Good planning and organizing skills
- Use of technology (relevant computer applications - Microsoft Office software)
- Sound command of the English Language
- Records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to create, compose and edit written materials
- Ability to maintain calendars and schedule appointments
- Ability to work under pressure and meet deadlines
- Working knowledge of preparing Cabinet Submissions and Cabinet Notes

Minimum Required Qualification and Experience

- AAT Level 3; **or**
- ACCA-CAT level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- Associate of Science Degree in Business Studies/Business Administration from an accredited tertiary Institution; **or**
- Associate of Science Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND Government Accounting Levels 1,2 & 3; **or**
- BSc Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of three (3) years of any of the Bachelor's Degree programmes mentioned above.

Special Condition Associated with the Job

- May be required to work beyond regular working hours;
- Typical office environment, no adverse working condition.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th April, 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**