



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. 391 **OSC Ref. C.4515/S3²**

28th September, 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 fill the **vacant** post of **Chief Statistician (SOG/ST 9)** in the **Statistics and Data Division, Court Administration Division (CAD), Supreme Court**, salary range \$6,820,273 – \$9,172,509 per annum.

Job Purpose

The incumbent is responsible for leading the development and maintenance of a good database that is relevant, accurate, and timely. Provides data, which is crucial for formulating development plans and programmes and decision-making. To accurately report the inventory, of cases for all Courts island wide.

Key Responsibilities

Management/Administrative:

- Develops the Units Operational and Budget Plans;
- Represents the organization by attending meetings, conferences and other forum;
- Oversees the establishment of work schedules and monitors work activities.

Technical/Professional:

- Implements data capture electronic systems and models in the Supreme Court, Court of Appeal and all Parish Courts;
- Perfects the use of electronic systems in the Courts Island wide to collect statistical data;
- Streamlines data process flow for all Courts;
- Manages the Monthly Statistical Data received from the Courts island wide;
- Aligns the Case Management System to support the work of the Courts island wide;
- Oversees and supports the processing of monthly reports received from the courts Island wide;
- Creates Statistical Report model for all Courts island wide;
- Conducts data cleaning to ensures that there are no errors or major gaps within the data;
- Writes technical guidelines for statistical operations, data editing, imputations and weighting for statistical surveys and censuses;
- Assesses and prepares technical guidelines on statistical instruments to be used, methodology of collection, compilation and tabulations;
- Oversees and maintains the building and maintenance of a statistical database for data mining;
- Plans, organizes, streamlines and identifies gaps and testing the integrity of the system
- Designs, implements and monitors data capture project frameworks;
- Manages the planning, design and execution of all Court surveys and other research projects in support of the work of Court Management Services and the Office of the Chief Justice;
- Oversees the Change Management Process as it relates to statistic and data collection in the Courts;
- Develops Statistical Training Manuals for training of Court staff;
- Provides continuous training to the Data Entry Clerks;
- Develops and implements statistical reporting manual for the Court System;
- Prepares and submits Monthly Reports to the Chief Justice, Ministry of Justice and or relevant Agencies of the state;
- Responds to request for statistical data from Government Agencies and International bodies e.g. PIOJ, STATIN, DPP, JRIU, EU, JUST, USAID, British High Commission and manage any statistical reporting relationship with these entities;
- Performs any other related duties assigned;
- Co-ordinates ongoing data capture and data validation activities throughout the Court System.

Human Resource Management:

- Oversees all members of staff attached to the Divisions;
- Recommends applications for all leave;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and making recommendations for related training and developmental programmes;
- Ensures that Individual Work Plans are developed, targets set and performance monitored;
- Ensures that staff is aware of and adheres to organizational policies, regulations and guidelines;
- Recommends disciplinary action where necessary in respect of direct reports;
- Provides guidance to staff through coaching, mentoring and other appropriate forms of intervention.

Required Knowledge, Skills and Competencies**Technical:**

- Excellent mathematical ability and computer literacy
- Excellent and clear understanding of statistical terms and concepts
- Excellent analytical skills
- Excellent oral and written communication skills
- Proficient in the use of relevant Computer Applications
- Excellent problem-solving skills
- Ability to communicate results and findings to non-statisticians
- a practical and strategic approach to work

Core:

- A high level of accuracy and attention to detail
- Capability to work to deadlines and to plan your work
- Capacity to work alone and within teams
- Ability to exercise the highest level of integrity and confidentiality on the job
- Ability to persuade and influence others
- Ability to use initiative and manage own time
- Ability to work and lead a team
- Ability to multi-task and prioritize workload

Minimum Required Qualification and Experience

- MSc. in Statistics, Sustainable Development, Economics, Demography or related field;
- Five to seven (5 to 7) years working experience in research or academia.

Special Condition Associated with the Job

- Extensive travelling.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th October, 2023 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: hrma@cad.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**