



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 467 **OSC Ref. C. 4840³²**

6th November, 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 Director General in the Statistical Institute of Jamaica (Statin):**

Job Purpose

The incumbent will be responsible for leading the STATIN in the collection, analysis and reporting of statistical data on various aspects of Jamaica's economy, demographics, and social trends. The incumbent will work closely with Government officials, policymakers and other stakeholders to ensure that Jamaica's statistical information is current, accurate and reliable.

Key Responsibilities

- Develops and implement STATIN's Strategic Plan in consultation with the Board of Directors and in collaboration with Government officials and other key stakeholders;
- Oversees the collection, analysis and reporting of statistical data on various aspects of the Country's economy, demographics and social trends;
- Ensures the accuracy, reliability, and timeliness of statistical information produced by the Agency;
- Provides leadership and guidance to staff, including hiring, training and performance management;
- Establishes and maintains relationships with key stakeholders, including Government officials, policymakers and representatives from the Private Sector and Civil Society organizations;
- Advocates the importance of high-quality statistical data and promote the role and responsibility of STATIN;
- Ensures that STATIN's Budget and resources are effectively and efficiently managed, in compliance with the Financial Administration and Audit Act (FAA Act) and other relevant standards and guidelines.

Required Knowledge, Skills and Competencies

- Strong leadership skills, with a strong track record of success
- Excellent analytical and problem-solving skills, with the ability to think strategically and creatively
- Effective communication and interpersonal skills, with the ability to build relationships with diverse stakeholders
- Experience working in a government or Public Sector organization, with an understanding of the political and policy environment
- Knowledge of statistical software and database management systems
- Strong commitment to the importance of accurate, reliable and timely statistical data for policymaking and public understanding

Minimum Required Education and Experience

- Master's or Doctoral Degree in statistics, economics, or a related field;
- Ten (10) years of experience in statistical analysis and research, with a focus on macroeconomics, demographics or social trends, five (5) of which were in a Senior Management position.

Applications accompanied by résumés should be submitted **no later Wednesday, 15th November, 2023 to:**

**Human Resource Manager
Statistical Institute of Jamaica
7 Cecelio Avenue
Kingston 10**

Email: recruitmentdg@statinja.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**