



Office of the Services Commissions

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CIRCULAR No. 350 **OSC Ref. C. 6272¹⁸**

11th September, 2024

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 post of **Statistician (SOG/ST 7) – (Not Vacant)** in the **Performance Management and Evaluation Branch, Office of the Cabinet**, salary range \$5,198,035 – \$6,990,779 per annum.

Job Purpose

The role of the statistician is to provide statistical information and analysis to support the monitoring and evaluation of delivery of results achieved by MDAs against their Business Plans.

Key Responsibilities

- Advises Senior Performance Analysts on the development of relevant and robust performance indicators and targets by MDAs within their Strategic Business and Operational Plans, by using indicators in the Indicator Inventory Database as reference;
- Maintains Performance Indicator Inventory that will aid Senior Performance Analysts in advising MDA's on how to develop relevant and robust Performance Indicators and Targets within their Strategic Business and Operational Plans;
- Develops and maintains databases of statistical data relevant to the Branch's work, including data provided by Regional and International Organizations to support the Whole-of-Government Performance Report;
- Works with MDAs to establish guidelines and good practice for the collection and collation of statistical performance information of relevance to the Branch's work;
- Works with MDAs to develop and maintain appropriate performance data, collecting and collation systems to ensure the integrity and accuracy of data, and facilitate effective reporting to the Branch;
- Assists with the maintenance of the Branch's Electronic Monitoring and Reporting System by co-ordinating the electronic collection of MDAs Quarterly Statistical Performance Data relevant to the work of the Branch; verifies the integrity and accuracy of statistical data provided;
- Ensures the maintenance and provision by MDAs of other accurate and up-to-date statistical data sets relevant to the work of the Branch, as required;
- Reviews and makes recommendations for the improvement of statistical data management within MDAs in relation to Performance Reporting requirements;
- Designs, analyzes and interprets higher level statistics and determines appropriate forms and multivariate techniques;
- Supports the conducting of evaluations in the Branch by providing analyzed data in support of the required outcomes of the evaluation;
- Works with the Senior Evaluation and Research Officer in designing data collection instruments for assessments and evaluations of MDAs and their programmes/projects;
- Assists in the collection of qualitative and quantitative data for research, assessments and evaluations being conducted by the Branch;
- Develops and presents Statistical Reports to the Head PMEB, Senior Evaluation and Research Officer and Senior Performance Analysts, and external stakeholders, as required;
- Ensures that quantitative component for any research and evaluation projects undertaken by the Branch are adequate to achieve overall objectives;
- Assists with the maintenance of the Branch's Monitoring and Evaluation Community of Practice initiative;
- Liaises with Universities and other institutions in the Caribbean and overseas to obtain information and data relevant to the work of the Branch, where necessary;
- Designs and delivers seminars on statistical analysis and techniques to staff within the Unit and MDAs, as required, to improve capacity;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Good interpersonal skills;
- Ability to analyse and interpret data and other information;
- Good analytical skills and judgment;
- Excellent report writing skills;
- Ability to think laterally and solve problems;
- Resourcefulness and ability to work independently;
- Ability to prioritise and manage a busy workload;
- Ability to meet deadlines;
- Attention to detail;
- Proficiency in Applications (Microsoft Word, Excel, PowerPoint, Access skills);
- Proficiency in the use of SAS and SPSS.

Minimum Required Education and Experience

- First Degree in Economics, Mathematics and Statistics;
- Three (3) years' experience in conducting quantitative studies/research;
- Three (3) years' experience in social research;
- Proven experience of using statistical tools and methods;
- Experience in quantitative and qualitative data presentation and analysis;
- Training in statistical analysis and data interpretation;
- Experience in designing surveys.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 24th September, 2024 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**