



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 182

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20th May, 2025

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, Economic Accounting (Level 14)** in the **Statistical Institute of Jamaica**, salary \$10,377,871.37 per annum.

Job Purpose

Under the direction of the Deputy Director-General, the Director, Economic Accounting, has responsibility for the development and maintenance of the Jamaican System of National Accounts within the broad concepts of the United Nation's System of National Accounts, taking into account existing local conditions and national requirements.

Key Responsibilities

Management/Administrative:

- Participates in the Organization's strategic planning process and in the achievement of its targets, as a member of the Institute's Senior Management Team;
- Develops, implements and monitors the Division's Corporate and Operational Plans and associated operating Budgets;
- Prepares required Monthly Progress Reports on the core activities and achievements of the Division;
- Prepares an Annual Report on the core activities and achievements of the Division, for inclusion in the Institute's Annual Report;
- Participates in community and public relations efforts designed to create a positive image of the Institute, and build trust and confidence in the Institute's programmes, products and services;
- Participates in efforts to increase public understanding and use of official statistics, through personal contacts, speaking engagements at high-level forums, seminars and media events;
- Represents the Institute at local, regional and international expert group meetings, seminars, workshops and conferences, including preparing and presenting technical papers;
- Ensures that manual and electronic filing systems are established and maintained for the Division, to facilitate the effective storage and retrieval of documents.

Technical/Professional:

- Plans and directs the development and implementation of the statistical work programme of the Economic Accounting Division;
- Provides technical guidance and oversight to support staff in executing the Division's work programme;
- Ensures that statistical standards, methodologies, concepts, classifications and definitions applied to the production of Jamaica's System of National Accounts, meet national requirements and are in compliance with international standards for official statistics;
- Directs the development and maintenance of the Jamaican System of National Accounts based on the United Nation's System of National Accounts including:-
 - ✓ Leading the production of the Quarterly National Accounts by production and expenditure, to meet the required set of tables
 - ✓ Leading the production of the Annual National Accounts, to meet the required set of tables
 - ✓ Regularly updated Input-Output and Supply and Use Tables
 - ✓ Pricing and Volume Measures
 - ✓ Leading the development and production of Satellite Accounts
 - ✓ Maintaining appropriate time-series and revision schedules

- ✓ Periodic reviewing of available data sources, with a view to expanding the parts of the SNA being implemented locally
- ✓ Producing relevant accounts for the System of Environment and Economic Accounting (SEEA);
- Monitors the Division's compliance with the Institute's established quality assessment and assurance framework;
- Ensures systematic documentation of statistical processes, methodologies and procedures used in deriving National Accounts estimates for internal use and external distribution;
- Monitors and reviews the format and content of all technical reports and publications produced by the Division, to ensure they align with defined objectives and meet established standards of technical quality;
- Engages key data users and stakeholders to assess the relevance and effectiveness of the statistics produced by the Division, ensuring they continue to meet evolving needs;
- Directs, where necessary, and with approval, the redesign or expansion of statistical programmes produced by the Division, to meet user needs;
- Leads the review, redesign, or expansion of statistical programmes produced by the Division to meet user needs;
- Liaises with internal and external data providers to ensure that the Division's data collection requirements are met;
- Collaborates with other Divisional Directors in the design and development of surveys, to ensure the use of high-quality data in the compilation of National Accounts estimates;
- Keeps abreast of new and emerging policies and developments in the global statistical system, with particular focus on areas relevant to the production of Economic Statistics and the System of National Accounts, and applies recommended best practices, as necessary.

Human Resource:

- Ensures Human Resource Management functions are carried out in accordance the Institute's Human Resource Policy, the Staff Orders, the Public Service Regulations and applicable labour laws;
- Manages the performance of direct reports, in accordance with the Institute's Performance Management and Appraisal System (PMAS);
- Recommends acting appointments, promotions, merits and seniority allowance payments for the staff of the Division;
- Contributes to the personal and professional development of direct reports, by providing clear directions, training, coaching, mentoring and delegating;
- Ensures that all employees in the Division are informed of, and adhere to the Mission, Vision, values, policies and procedures of the Institute;
- Performs other related duties that may be assigned, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Teamwork and co-operation
- Excellent interpersonal Skills
- Compliance
- Adaptability
- Sound integrity
- Methodical
- Excellent planning and organizing skills
- Excellent problem-solving and decision-making skills
- Emotional intelligence
- Goal/Result oriented
- Ability to Manage external relationships
- Good leadership skills
- Managing Partners
- Excellent analytical thinking skills

Technical:

- Excellent use of Information, Communication and Technology
- Change Management
- Strategic Vision
- People management skills
- General Data Analysis and Interpretation skills
- Knowledge of statistical Software Proficiency, such as R, STATA, SPSS or SAS

- Statistical research techniques
- Knowledge of:-
 - ✓ Applied Survey Data Analysis
 - ✓ Sampling Theory and Methods
 - ✓ Statistical Modelling
 - ✓ Index Numbers
 - ✓ Seasonal Adjustment
 - ✓ Project management tools and techniques
 - ✓ Staff Orders and Public Service Regulations
 - ✓ GoJ's Budget Management process
 - ✓ the United Nations' System of National Accounts (SNA), including concepts, classifications, and methodology
 - ✓ Production of Economic Statistics
 - ✓ Statistical Business Processes (Design, Data Collection, Data Processing, Data Analysis, Reporting/Dissemination, etc.)
 - ✓ International standards for official statistics, e.g., the General Data Dissemination System (GDDS), the Special Data Dissemination System (SDDS), and the UN Fundamental Principles of Official Statistics
- Expert knowledge in time series and regression analysis, as well as benchmarking techniques
- Ability to present and disseminate data effectively

Minimum Required Qualification and Experience

- Master's Degree in Statistics, Economics, Mathematics or other Social Science discipline;
- Seven (7) years' experience in the collection, processing and compilation of Statistics or the conducting of economic analyses, using time series, regression analysis as or benchmarking techniques, four (4) of which should be at the management level;
- Training in National Accounts, would be an asset;
- Training/Experience in Project Management, would be an asset.

Special Conditions Associated with the Job

- Islandwide, regional and international travel will be required;
- Extended periods of sustained concentration;
- Extended periods viewing computer screen;
- Regularly required to work extended hours, including weekends, to meet deadlines.

Applications accompanied by résumés, should be submitted **no later than Friday, 30th May, 2025, to:**

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

Email: h-r@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.



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