



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 274

OSC Ref. C.6593⁴

18th August, 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 **Research and Data Analyst (SOG/ST 7)** in the **Ministry of Tourism**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction of the Senior Director, Strategic Planning, Performance and Project Management, the Research & Data Analyst is responsible for advancing the research and analytic needs of the Division and its key stakeholders.

Key Responsibilities

Technical/Professional:

- Provides strategic research advice and expertise to the Ministry of Tourism's key internal stakeholders to better inform decision-making;
- Engages stakeholders and provides recommendations on appropriate evidence-based research strategies and pathways;
- Develops and recommends research designs and solutions that best meet the Ministry's Objectives, and which drive the development of practical initiatives and outcomes;
- Develops complex data analysis, methodologies, and predictive data models for assessing outcomes relating to the strategic planning for the Tourism Sector;
- Develops research and analytical tools and practices that better enable research initiatives to meet the needs of the Ministry of Tourism;
- Works proactively with Senior Executives and other critical stakeholders to ensure that data provisions are tailored to their priorities and supports their decision-making requirements;
- Extracts and collates information from a variety of internal and external sources relating to the Ministry's initiatives;
- Designs evidence-based mixed methods approaches to analyze and interpret a variety of large and complex data, including descriptive statistics, single variable analysis, correlations, sensitivity analysis and trend analysis;
- Provides large and complex data sets in accessible, meaningful and understandable formats for a broad spectrum of users in the Ministry and other related stakeholders;
- Conducts research in relation to the analysis of existing data or formulating proposals for system changes to better meet service needs;
- Manages data integrity and ensuring data is accurate before utilized for analysis and reporting;
- Provides Tourism and related data in a number of formats, including dashboards, graphs, charts and reports;
- Generates insights to deliver actionable findings and recommendations that will improve the impact of the Ministry's Mandate;
- Assists in the development, implementation and maintenance of standard Operating Procedural Manuals on Research methodology and Data Analytics;
- Identifies and utilizes information technology solutions to enable the Ministry to easily analyze, store, retrieve and disseminate data;
- Recommends the latest tools/techniques in Research methodology and Data Analytics to aid the Ministry in meeting its business requirements.

Management/Administrative:

- Contributes to the development of the Division's Strategic, Operational Plan, and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops, and conferences, as required;
- Prepares research reports and papers, as required;
- Prepares and delivers Research Methodology and Data Analytics related presentations, as needed.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding Programme;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies***Core***

- Oral and written communication
- Customer & quality focus
- Teamwork & co-operation
- Integrity
- Compliance
- Interpersonal skills
- Analytical thinking

Technical/Professional

- Sound understanding of Research Design and Methodology.
- Ability to communicate results of complex analytic findings to both technical and non-technical audiences
- Exhibit strong analytic, technical, troubleshooting, and problem-solving skills.
- Working knowledge of GOJ Policy directed at the Tourism Sector (to include: Sustainable Development/Natural Resource Management) and associated areas.
- Working knowledge of the Government's Governance Framework, including relevant guidelines, regulations and legislation.
- Proficiency in the use of statistical (SPSS) or similar data analysis applications.
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.
- Working knowledge of database and data visualisation applications.

Minimum Required Qualification and Experience

- Bachelor's Degree in Economics, Statistics, Research Methodology, Public Administration, Information Management, Management Studies or a related discipline.
- Three (3) years related experience.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Friday, 29th August, 2025, to:**

**Director, Human Resource Management and Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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 read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**