



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Statistical Officer
JOB GRADE:	SOG/ST 5
POST NUMBER:	68622
DIVISION:	Strategic Planning and Policy Services Division
BRANCH/UNIT:	Policy Analysis Research and Development
REPORTS TO:	Chief Research Officer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE

Under the direction of the Chief Research Officer, the Statistical Officer is responsible for applying statistical methodologies to a wide range of problems and develop and maintain data bases covering matters relevant to the Ministry's core portfolios (science, energy, telecommunications and transport) in support of long-term planning and strategic development.

KEY OUTPUTS

- Statistical analyses and modelling conducted;
- Statistical data sourced.
- Relevant information provided.
- Data bases maintained.
- Statistical reports and advice provided;
- Reports prepared and assessed.

RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Participates in meetings and workshops on economic planning and statistical issues related to the Ministry's various portfolios.
- Develops and manages the Ministry's respective portfolio statistics databases.
- Keeps current with developments in statistics and their application to science, energy, telecommunications and transport. These include research management, research ethics, data manipulation, and the use of appropriate statistical programmes.

Technical/Professional Responsibilities

- Provides statistical advice in the development of all policies and programmes;
- Applies statistical methods to solve problems within the energy, technology and science portfolios;

- Prepares tables/graphs, fact sheets and written reports summarizing research results;
- Verifies the accuracy and validity of data entered in databases;
- Designs experiments, trials or surveys to produce the required data;
- Analyzes and interprets statistical data in order to identify significant differences in relationship among sources of information;
- Monitors data collected through shelf life;
- Provides current statistical data on existing Ministry projects and programmes that will inform performance monitoring and evaluation;
- Determines adequacy of existing statistical system and make improvements as necessary;
- Integrates data using software packages such as SPSS, SAS, ArcView, MS Office Suite (Access, Excel, Word, PowerPoint, etc.), MS SQL Server, MS Visio, Photoshop and Macromedia Dreamweaver;
- Participates in the development and formalization of working relationships, e.g. Memoranda of Understanding (MOU), between the Ministry and portfolio and non-portfolio data sources identified to assists in the development of the statistical function;
- With the aid of mathematical techniques and software, analyzes data, interprets results and indicates reliability of findings, including forecasting trends in the Ministry's four primary portfolios through the use of techniques such as modelling;
- Evaluates sources of information in order to determine any limitations concerning reliability and usability;
- Evaluates statistical reports and information to determine adherence to the Ministry's priorities, policies and programmes;
- Prepares ad-hoc statistical reports as required.

Other

- Performs other related duties as may be determined from time to time.

PERFORMANCE STANDARDS

- Statistical and status reports prepared in a timely manner using established formats and free from errors;
- Databases maintenance is accurate, up to date and information easily retrievable;
- Responses to queries are timely and accurate;
- Assigned tasks are completed within agreed time period;
- Published data are accurate and user friendly;
- National and international standards regarding statistical publications strictly adhered to, and proper work ethics are observed;
- Confidentiality, integrity and professionalism maintained in the execution of duties.

CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Principal Director	Work assignment and guidance.
Chief Research Officer	Supervision and work assignment.
All staff members in MSET	Sharing and receiving information on behalf of the Principal Director.

External

<i>Contact</i>	<i>Purpose</i>
Ministries, Departments, Agencies	Sharing and receiving information on behalf of the Principal Director.
Other entities	Sharing and receiving information on behalf of the Principal Director.

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest:

Core	Level	Functional	Level
Oral communication	3	Strategic vision	2
Written communication	3	Analytical thinking	4
Customer and quality focus	4	Problem solving and decision making	3
Teamwork and cooperation	4	Initiative	4
Integrity	4	Planning and organizing	3
Compliance	3	Goal/result oriented	3
Interpersonal skills	4	Managing external relationships	4
Change management	2	Use of technology – relevant computer applications	4
		<ul style="list-style-type: none"> • Excellent knowledge of research and analysis software packages such as SPSS. • Good analytical, research and statistical skills. • Demonstrated ability to employ modelling and statistical packages to treat data sets from the ministry’s various portfolios. • Experience in database development and management. 	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science Degree with a significant quantitative component, such as Statistics, Economics, Mathematics, Operational Research, or related field from an accredited tertiary institution; plus;
- Three (3) years’ professional experience in Statistics, Economics or related field with continuous professional development.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extended hours may be required to meet deadlines;
- Field investigations are an integral part of the statistical responsibilities. The incumbent should be prepared to endure exposure to dust, noise, heat and other conditions present in mineral operations, power plants, mineral exploration and mineral products manufacturing sites.

AUTHORITY

- Directs interaction with the public regarding data collection;
- Recommends solutions to matters referred to the Principal Director and the Chief Research Officer.