



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

RE-ADVERTISEMENT

STATISTICIAN (SOG/ST 6) -VACANT

PLANNING & DEVELOPMENT DIVISION

JOB TITLE :

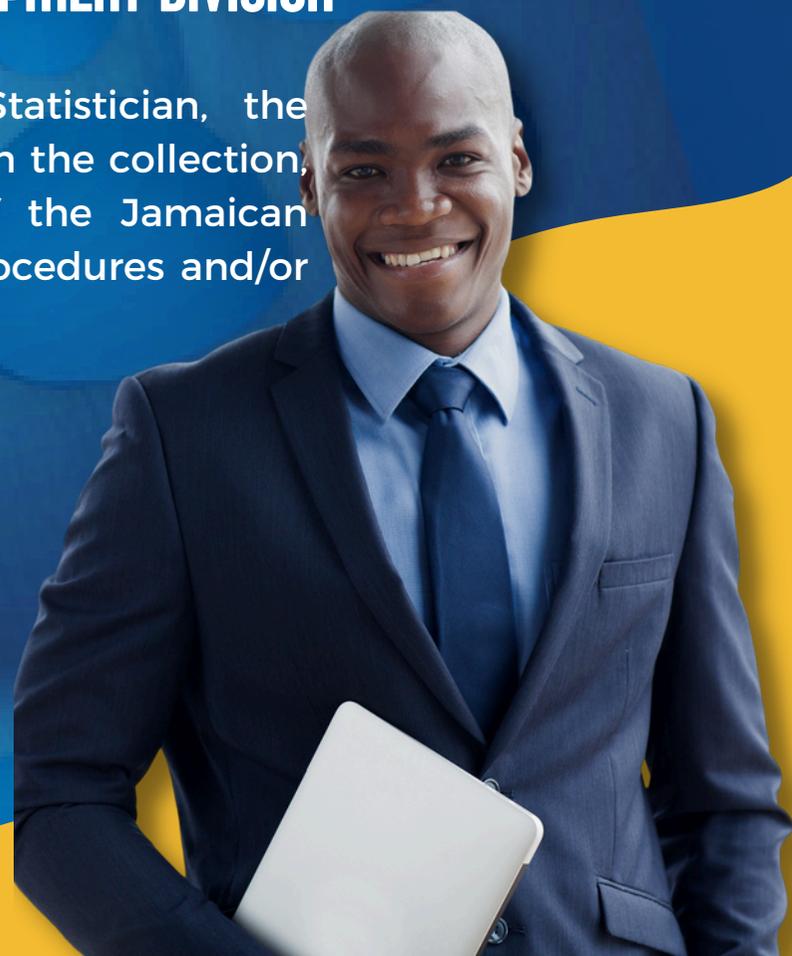
Under the general supervision of the Senior Statistician, the incumbent is required to supervise and participate in the collection, collation and retrieval of data on all aspects of the Jamaican education system in keeping with set standards, procedures and/or directives.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Education or Social Sciences or equivalent qualifications
- Training in statistics and research methods
- Training in computer hardware and network maintenance
- Three (3) years' experience in statistical analysis

REMUNERATION PACKAGE:

Salary Scale: \$5,198,035 to \$6,990,779 per annum of the SOG/ST 6 Salary Scale, Pay Band 9





Ministry of
Education & Youth

ICO 25-148

FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883, INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN THURSDAY, DECEMBER 11, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION (Present)

JOB TITLE:	Statistician
JOB GRADE:	SOG/ST6
POST NUMBER:	
DIVISION:	Planning & Development
SECTION/UNIT:	Statistics
REPORTS TO:	Senior Statistician
MANAGES:	Data Preparation Officer

Job Purpose

To supervise and participate in the collection, collation and retrieval of data on all aspects of the Jamaican education system in keeping with set standards, procedures and/or directives.

Key Outputs:

- Assigned activities in relation to the Annual National School Census completed
- Status reports on regional census and attendance data prepared
- Master census database cleaned, verified and validated
- Education data collected, compiled, organized and disseminated
- Current and trend statistical data produced
- Reports on activities prepared
- Staff goals and objectives established and communicated
- Staff training and development undertaken, and welfare needs addressed
- Performance management undertaken
- Recommendations made for staff recruitment, selection and movement

Key Responsibility Areas:

Technical / Professional Responsibilities

Statistician- Snr. Statistician, Planning & Development
Ministry of Education, Youth & Information

1. Assists with the conduct of the annual National School Census including training Data preparation Officers within the regions to collect, verify, validate, clean, input and back up data.
2. Monitors the return of census and attendance data from each region and prepares required status reports.
3. Cleans, verifies and validates the master census database; liaises with regions/schools in respect of detected inconsistencies/errors.
4. Extracts information, as required, from secondary sources such as:
 - Ministry developed and administered examinations
 - Regional examinations (CXC, GCE)
 - Financial Statistics on Sectoral Performance, and Capital and Recurrent Expenditure of the Ministry of Education
5. Assists with the collection of monthly and annual data from public and private schools. This includes:
 - designing and modifying data collection instruments
 - arranging for the printing, collation and distribution of school data collection instruments to each region
6. Visits regional offices, as directed, in order to ensure that Census and Attendance application prototypes are properly installed; computer program errors are minimized during the entry and retrieval of data; statistical standards and procedures are adhered to and schedules are maintained.
7. Prepares and presents data in tabular form for the following annual publications:
 - The Jamaica Education Statistics: Annual Statistical Review of the Education Sector
 - The School Profiles
 - The Directory of Educational Institutions
 - The Directory of Basic Schools
 - The Education Digest (pamphlet)
8. Provides data on the education system to local and overseas:
 - private and public sector organizations
 - statutory bodies
 - research organizations
 - individuals
 - educational institutions
9. Provides current and trend statistical data in support of analytical and policy decision making functions of the Division and other relevant areas of the Ministry.

Management/Administrative Responsibilities

10. Prepares reports on activities at required intervals
11. Contributes to the development of work plans, budgets and status reports for the Policy Analysis, Research and Statistics Unit.

HR Responsibilities

12. Provides leadership to staff through effective objective/goal setting, delegation and communication.
13. Implements and maintains the established HR management systems.
14. Identifies and manages the welfare needs of assigned staff.
15. Ensures that training and other development needs of employees are adequately identified and addressed.

16. Collaborates with the Human Resource Management and Administration Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Unit and personal development and career advancement of employees.
17. Fosters teamwork and a harmonious working environment, and promotes collaborative working across Divisions/Units.
18. Monitors the routine operations of the Unit and oversees and/or participates in the review and evaluation of the work of assigned staff.
19. Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff through coaching and mentoring, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.
20. Conducts performance appraisals of assigned staff.
21. Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated.
22. Ensures that staff adheres to the policies and procedures of the Unit.
23. Participates in the recruitment and selection of staff and recommends movement when appropriate.
24. Recommends vacation leave and approves sick and departmental leave for staff in the Unit and participates in the administration of staff benefits in keeping with established human resource policies.
25. Recommends/administers disciplinary action in keeping with established human resource policies.
26. Conducts monthly and ad hoc staff meetings.
27. Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

Other

28. Performs other related functions assigned from time to time by the Senior Statistician.

Performance Standards:

- Assigned tasks with respect to the annual National School census are completed in keeping with established standards and deadlines
- Status reports on regional census and attendance data are prepared accurately, on time and in the required format.
- The master census database is cleaned, verified and validated within the set deadline
- Education data is accurately and suitably collected, compiled, organized and disseminated within the time required.
- Current and trend statistical data are reliable and are provided on a timely basis
- Reports on activities are prepared in keeping with the set deadlines and format
- Harmonious relations are maintained with internal and external contacts
- Staff goals and objectives are established and communicated in a timely manner
- Staff welfare needs are promptly addressed
- Staff training and development is undertaken in a timely manner and produce the intended results
- Performance appraisals are conducted by the set deadlines
- Recommendations for staff recruitment, selection and movement are justifiable

Internal and External Contacts (specify purpose of significant contacts):

Statistician- Snr. Statistician, Planning & Development
 Ministry of Education, Youth & Information

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Regional Offices of the Ministry	Providing statistical information and training and ensuring maintenance of data collection standards, procedures and schedules

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Local and Overseas Government Ministries, Agencies and Statutory Bodies	Providing statistical information
Local and Overseas Educational Institutions	Providing statistical information
Local and Overseas Private Sector Organizations	Providing statistical information
Local and Overseas Researchers/Research Organizations	Providing statistical information
Multinational Organizations	Providing statistical information
Members of the Public (Locally and Overseas)	Providing statistical information

Required Competencies:**Core**

- Strong planning and organizing skills
- Strong human relations and supervisory skills
- Good analytical and problem solving skills and good judgement exercised
- Good oral and written communication skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Detail oriented
- Ability to work as part of a team

Technical

- Sound knowledge of qualitative and quantitative research methods and statistics
- Sound knowledge of relevant statistical software, the MS Office Suite and the Internet
- Sound knowledge of the Jamaican education system
- Good knowledge of statistical standards outlined in the UNESCO Guidelines and the International Standard Classification of Education (ISCED) Manual
- Good knowledge of Government regulations and procedures

Minimum Required Education and Experience

- Bachelor's Degree in Education or Social Sciences or equivalent qualifications
- Training in statistics and research methods
- Training in computer hardware and network maintenance
- Three (3) years' experience in statistical analysis

Authority:

- To provide guidance to regional offices in respect of data inconsistencies/errors and non-conformance with statistical procedures
- To recommend employment, termination, movement of supervised staff

Specific Conditions Associated with the Job

- Normal office environment
- Travel to regional offices in respect of data collection activities