



Ministry of  
Education, Skills,  
Youth & Information

## CAREER OPPORTUNITY

**JOB TITLE :**

**STATISTICIAN (SOG/ST 6) -VACANT**

**PLANNING & DEVELOPMENT DIVISION**

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 25-68

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 MONDAY, APRIL 28 , 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)**

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

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**

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**

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):**

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
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**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
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

## Validation of Job Description

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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