**Ministry of
Education, Skills,
Youth & Information**

CAREER OPPORTUNITY

STATISTICIAN (SOG/ST 5) - VACANT
EXAMS & ASSESSMENT ADMINISTRATION SERVICES BRANCH

JOB TITLE :

Under the general direction of the Director, Data & Systems Management, the Statistician will serve as a key resource for the analysis and statistical modeling of data to support strategy development for student examination performance and registration for national exams. The incumbent will partner with stakeholders at cross-sections of the department to facilitate timely analysis and trend tracking.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Statistics, Economics, Mathematics, or related areas from a recognized institution.

- Certificate in Data Management, Data Analysis, or Data Modeling would be an asset.

- A minimum of three (3) years of experience in data analytics, research, or statistical function.

REMUNERATION PACKAGE::

$3,501,526.00 - $4,709,163.00 per annum
Pay Band 7

EDUCATE Jamaica 2.0

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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 WEDNESDAY, DECEMBER 31, 2025 TO THE ADDRESS PRESENTED BELOW.

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

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

CLICK HERE TO APPLY

MINISTRY OF EDUCATION & YOUTH
DIVISION OF SCHOOL SERVICES
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Statistician
JOB GRADE: SOG/ ST 5
POST NUMBER:
BRANCH: Exams & Assessment Administration Services Branch
UNIT: Data & Systems Management
REPORTS TO: Director, Data & Systems Management
MANAGES: N/A

Job Purpose

Under the general direction of the Director, Data & Systems Management, the Statistician will serve as a key resource for the analysis and statistical modeling of data to support strategy development for student examination performance and registration for national exams. The incumbent will partner with stakeholders at cross-sections of the department to facilitate timely analysis and trend tracking.

Key Outputs:

- Presentations on data analysis conducted
- Data analysis conducted
- Student registration analytics and trends reports prepared
- Student exam performance tracking and analysis conducted
- Confidentiality and integrity maintained
- Workplan prepared
- Reports are prepared
- Queries and complaints are addressed

Key Responsibilities:

Statistician
Exams & Assessment Administration Services Branch

Technical/ Professional Responsibilities

- Partners with cross-functional stakeholders to develop data models to track trends in student registration and examination performance across regions
- Reviews and interprets data and recommends strategies to course correct as needed
- Provides statistical support to the Academic Assessment Section to conduct technical reviews of the performance of exam items
- Assists with the preparation of reports on exam item reviews and analysis for examinations
- Assists with the preparation of reports for student registration trends and student exam performance
- Identifies data trends in student registration and student performance for national exams
- Provide statistical advice in the development of policy programmes
- Analyses and interprets statistical data in order to identify significant differences in the relationship among different sources of information
- Provides current statistical data on existing programmes and datasets to inform performance monitoring and evaluation of the branch
- Determines adequacy of existing statistical systems and makes improvements as necessary
- Interprets data using software such as SPSS, SAS, ArcView, and MS Office Suite (Access, Excel, Word, and PowerPoint)
- Evaluate sources of information to determine limitations concerning reliability and usability
- Prepares ad-hoc statistical reports as required

Management/ Administrative Responsibilities

- Supports the administration and coordination of special programmes such as the Programme for International Student Assessment (PISA) as needed
- Participates in meetings and workshops concerning the branch's strategic planning and policy agendas
- Keeps current with developments in the areas of data management and analysis
- Encourages innovation and a culture of continuous improvement within the branch
- Leverages technology and analytics to enhance efficiency in the execution of duties

Other

- Performs other related duties as requested from time to time

<u>Performance Standards:</u>

- Data models prepared on trends for student performance, data collection, and student progression
- Presentation on analysis of student registration and performance data is conducted
- Effective partnership with stakeholders across the branch to ensure deliverables are met
- Statistical analysis is conducted to inform on student registration and exam performance data for decision-making
- Reports prepared and submitted timely
- Work plans and reports prepared are completed accurately and timely

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

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

Contact (Title)	Purpose of Communication
Divisional/ Unit Heads	To provide/ obtain advice and collaborate

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

Contact (Title)	Purpose of Communication
Regional and International Partner Institutions	Providing/obtaining information
Government of Jamaica Ministries/ Departments/ Agencies	Providing/obtaining information
Non-Government Organizations	Providing/obtaining information
Local and International Consultants	Collaborating on projects to gather, analyse and present education system data

Required Competencies:

Core

- Excellent interpersonal skills
- Ability to exercise initiative
- Good presentation skills
- Good time management skills
- Good organizing skills
- Excellent problem-solving skills and good
- Attention to details
- High level of integrity and professionalism
- Sound decision-making skills

Technical

- Ability to manage data and conduct analysis
- Good knowledge of the Education Act, Code and Regulations and other relevant laws
- Good knowledge of Government regulations and procedures
- Knowledge of SPSS and other data analysis, and statistical tools
- Knowledge of Microsoft Office Suite (Excel, Word, and PowerPoint)

Minimum Required Education and Experience

- Bachelor's Degree in Statistics, Economics, Mathematics, or related areas from a recognized institution
- Certificate in Data Management, Data Analysis, or Data Modeling would be an asset
- A minimum of three (3) years of experience in data analytics, research, or statistical function

Authority:

- N/A

Specific Conditions Associated with the Job:

- Normal office working environment
- May be required to work beyond normal work hours in order to meet deadlines. 󠀀 May be required to work on public holidays/ weekends.