



## CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
<b>Job Title</b>	Statistician
<b>Job Grade</b>	SOG/ST 5
<b>Post Number</b>	59173
<b>Unit</b>	
<b>Division</b>	Justice Policy and Governance
<b>Reports To:</b>	Director Justice Research, Modernisation & Reform
<b>Direct Reports</b>	
<b>Indirect Reports</b>	

**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

### **A. JOB PURPOSE STATEMENT (reason for job existing)**

To maintain an accurate database of statistical information and provide clear cut statistical analysis for the purpose of research and evaluation. Support the research and monitoring agenda through the implementation of quantitative and qualitative methods that enable the evaluation of policies and programmes within the justice sector.

### **B. KEY OUTPUTS**

- Statistical data/information collected
- Data collection instruments developed
- Statistical data collated
- Analytical tables prepared
- Data integrity and validity checks conducted
- Draft reports prepared and submitted to the Senior Statistician

### **C. KEY RESPONSIBILITY AREAS**

1. Assists with the implementation of field research initiatives;
2. Drafts data collection instruments;
3. Assists departments and agencies within the ministry to develop their data collection systems;
4. Collects statistical data from Ministry's agencies and departments and other external sources to support research priorities in the Justice Sector;
5. Collects and summarizes data;
6. Participates in the processing and analysis of research data;
7. Liaises with relevant personnel to ensure the submission of statistical information and data on the Justice Sector is submitted in a timely manner;
8. Prepares statistical data to inform and forecast programmes, projects and policy capabilities;
9. Keeps up to date with current statistical tools and global information;
10. Drafts progress reports for Senior Statistician;
11. Assists in the dissemination of research findings.

#### D. PERFORMANCE STANDARDS

- Statistical data/information collected are relevant to the Ministry's objectives and produced in the agreed time-frame and established guidelines;
- Draft data collection instruments are effective and designed in accordance with established technical and scientific standards;
- Liaison are effective and contributes to the Ministry's policies/projects/programmes;
- Field research activities are thoroughly conducted in accordance with established procedures;
- Draft reports are accurate and submitted within the agreed time frame;
- Statistical data is accurately summarized and produced in the agreed time-frame;
- Statistics and data produced are credible and possess satisfactory forecasting capabilities;
- Confidentiality and integrity are maintained;
- Database is accurate and current.

#### E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Telephone	
Written Communication		Methodical	
Integrity		Planning and Organising	
Team Work & Cooperation		Technical Skills	
Initiative		Analytical Thinking	
Compliance		Problem Solving and Decision	
Interpersonal		Goal/Results Oriented	
Adaptability		Time Management	
Customer and Quality Focus			

III. Other Competencies	level
• Proficiency in the use of statistical methodology software and other relevant computer software applications	
• Ability to analyse and interpret data/information	
• Ability to work independently and prioritize to meet deadlines;	

## F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

### (a) Specific knowledge (however acquired) required to start:

Working knowledge of SPSS

### (b) Qualifications and Experience

- Bachelors Degree in the Statistics or related field
- At least 3 years' relevant work experience

### (C) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

## G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Agreeable office environment
- Traveling to various locations island-wide to collect and check data and/or attend meetings and workshops.
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## H. AUTHORITY

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