

POSITION VACANT

Applications are invited for the post of **STATISTICIAN II,** **Environment Statistics Unit,** **Censuses, Demographic and Social Statistics Division**

Under the direction of the Acting Director, Censuses, Demographic and Social Statistics, the Statistician II will have responsibility for the collection, evaluation, analysis, compilation and dissemination of environment statistics, including assisting in managing the technical activities of specialized surveys of environmental relevance. The incumbent also provides technical assistance through all phases of censuses undertaken by the Institute. This includes the development of census design and methodology, planning, implementation and the compilation of census reports.

Qualifications & Experience Required

- Bachelor's degree in Demography, Statistics, Environmental Science or other Social Science discipline
- Minimum of two (2) years working experience as a Statistician preferred
- Specialized training in Environment Statistics would be a distinct advantage
- Proficiency in the use of statistical software such as SPSS or SAS

Required Competencies

STATIN – CORE COMPETENCIES	STATIN – SUPERVISORY COMPETENCIES	FUNCTIONAL COMPETENCIES [Job]
<ul style="list-style-type: none"> • Strong written and oral communication skills • Sound organizational knowledge • Strong interpersonal skills • Strong teamwork and cooperation skills • Demonstrated high level of integrity • Demonstrated customer and quality focus • Proficient in the use of technology 	<ul style="list-style-type: none"> • Demonstrated knowledge of supervisory management • Demonstrated ability in leading work teams • Planning, Organizing and Time management 	<p>Professional Statistical Knowledge Excellent Knowledge of: The concepts, classifications, and methodology applied to the production of environment statistics</p> <p>Sound knowledge of:</p> <ul style="list-style-type: none"> • The UN Framework for the Development of Environment Statistics • The concepts, classifications, and methodology applied to the conduct of censuses. • The concepts, classifications and methodology applied to the Production of Demographic and Social Statistics • Statistical Business Processes (Survey Design, Data Collection, Data Processing, Data Analysis, Reporting /Dissemination etc.) • International standards for official statistics, e.g. the IMF General Data Dissemination System (GDDS), the Special Data Dissemination System (SDDS) and the UN Fundamental Principles of Official Statistics

Duties Will Include

- Carrying out as directed, the statistical programme of the Environment Statistics Unit including the collection, evaluation, analysis, compilation and dissemination of environment statistics and the compilation of sustainable development indicators.
- Providing subject matter input and technical assistance in the development, revision and implementation of international and national standards on statistical concepts, definitions and classifications used in the production of Environment Statistics as well as sustainable development indicators.
- Maintaining the system for the collection of secondary environmental data from other data-producing agencies including:
 - Liaising with key personnel in environmental data producing agencies, particularly the National Environment and Planning Agency (NEPA); and the government ministry with responsibility for the environment to obtain data and form collaborative working relationships,
 - Assisting in the process of identifying new sources of environmental data and evaluating existing information,
 - Assisting in the process of identifying environment statistics of particular interest to Jamaican policies and concerns,
 - Developing and documenting methodology used for incorporating data from various sources.
- Providing subject matter input and technical assistance on the design, development and methodology of specialized surveys of environmental relevance.
- Assisting in the management of technical activities for the collection of primary environmental data through specialized surveys including:
 - Contributing to development of survey questionnaires and administrative forms,
 - Contributing to the development of training and procedural manuals for field and editing and coding staff,
 - Training field and editing and coding staff,
 - Providing technical support to staff in the Information and Technology Division during the data processing, validation and data cleaning phases of the survey.
- Preparing analyses of data collected from primary and secondary sources including statistical calculations, graphs and/or tables and submitting for review and validation.
- Updating and maintaining the environment statistics database as required.
- Preparing technical reports and publications relating to environment statistics and sustainable development indicators and submitting for review.
- Assisting in the Unit's quality assurance procedures including the systematic documentation of statistical processes, methodologies and procedures used to produce Environment Statistics.
- Contributing to the compilation of environmental data including tables and graphs in response to requests from national/international organizations as well as the general public.
- Preparing monthly progress reports detailing the status of all projects,
- Assisting with the work programme of the other Units within the Division when necessary to meet critical deadlines.
- Providing technical assistance through all phases of censuses undertaken by the Institute, including the development of census design and methodology, planning, implementation and the compilation of census reports.

Applications should be submitted by Monday, January 25, 2021 to:

The Human Resource Manager
Corporate Services Division
7 Cecelio Avenue
Kingston 10.

Or h-r@statinja.gov.jm

N.B. Only short-listed candidates will be contacted.



Statistical Institute of Jamaica