



# Ministry of National Security

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## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

### **DATA MANAGER / SCIENTIST (GMG/SEG 5) – (Contract)** **CITIZEN SECURITY SECRETARIAT**

**SALARY SCALE: \$3,564,000.00 – \$ 4,236,476.00**  
**Travelling Allowance \$1,697,148.00 Per Annum with Motor Vehicle;**  
**\$678,864.00 Per Annum without a Motor Vehicle;**

#### **JOB PURPOSE:**

The incumbent will oversee the development and use of data systems for the Citizen Security Secretariat (CSS) with a view to efficiently organize, store, analyze and present data to inform evidence based management and decision making. The incumbent is required to fully grasp the complexity of data management and have a strong understanding of databases and data analysis procedures utilizing a range of software tools. The incumbent must also ensure that information is disseminated in a timely and secure manner from the CSS.

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

- Presides over the analysis of data systems and maintenance of accurate records and establish protocol to share records with upper management, senior leadership, clients, partners or other key stakeholders;
- Leads in the identification and maintenance of digital security systems to safeguard sensitive data;
- Develops and implements procedures for effective data management;
- Oversees the preparation of data for migrations related to client projects according to established plan and keep records of all projects;
- Liaise with stakeholders to seek new ways to improve data systems or reduce costs of current systems and regularly troubleshoot processes to ensure the most time and cost-effective practices;
- Oversees and manage staff members in the daily use of data systems;
- Leads in the regularly monitor and evaluate information and data systems that could affect analytical results;
- Guarantees adherence to legal regulations of the Secretariat;
- Oversees the assessment of system performance and make recommendations for software, hardware and data storage improvements;
- Leads in the continuous development of data management strategies;
- Leads in recognizing and upholding digital security systems to protect sensitive information;
- Directs the undertaking of data collection, preprocessing and analysis;
- Design and develop statistical models with solutions and strategies to address business problems/issues;
- Directs the research, compilation and presentation of information using data visualization techniques;
- Identifies valuable data sources and automate collection processes;
- Directs the undertaking of preprocessing of structured and unstructured data;
- Oversees the analysis of large amounts of information to discover trends and patterns;
- Build predictive models and machine-learning algorithms;
- Oversees the maintenance of a budget for system maintenance and upgrades and stay updated on the most current licensing fees and qualifications;
- Initiates data improvement and data automation strategies based on regular assessment;
- Leads in reviewing and authorizes system changes that may affect data maintenance, analysis, reports or storage;
- Develops the development of KPIs for the purpose of identifying trends and evaluating the success of initiatives;
- Develops models and ad hoc reports, sharing observations and recommendations with executives and stakeholders for further consideration;
- Builds statistical models, diagnoses, validates, and improves the performance of these models over time in addition to creating efficient and reusable SQL code meant for the improvement, manipulation, and analysis of data.

## MINIMUM QUALIFICATION AND EXPERIENCE

- MSc. in Statistics, Economics or related field;
- BSc/BA in Computer Science, Engineering or relevant field;
- Background in computing would be an asset;
- Minimum experience of two (2) years' as a Data Scientist or Data Analyst
- Minimum experience of two (2) years' in data mining;
- Minimum of three (3) years' experience in data management or analysis.
- Experience using business intelligence tools (e.g. Tableau) and data frameworks (e.g. Hadoop)
- Understanding of machine-learning and operations research
- Knowledge of SQL and Python; familiarity with Scala, Java or C++ is an asset

## REQUIRED COMPETENCIES

- Analytical mind and business acumen
- Strong math skills (e.g. statistics, algebra)
- Problem-solving aptitude
- Excellent communication and presentation skills
- Ability to decipher and organize large amounts of data.
- An analytical mindset with superb communication and problem-solving skills.
- Ability to translate complex problems clearly and in nontechnical terms.
- Knowledge of the functions of the departments and authorities within the PS portfolio responsibilities;
- Ability to simultaneously carry out a large variety of tasks and demands;
- Good Knowledge of operations in Government;
- Knowledge of the Official Secrets Act, Public Services Regulation, the Staff Orders for the Public Service and the Access to Information Act;
- Knowledge of Government Protocol and the Budget Processes;
- Excellent research and consultation skills;
- Excellent aptitude for technology, professional demeanor;
- Excellent troubleshooting, strong decision making and problem-solving skills.

## SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Maybe required to work beyond regular hours;
- Occasional local travelling;
- Access confidential information within scope of authority;
- May occasionally experience high levels of stress in relation to activities of the Executive Director's Office.

Interested persons should forward their applications and résumés` **NO LATER THAN Friday, July 16, 2021** to the:

Director, Human Resource Management and Administration  
Ministry of National Security  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Data Manager/Scientist (GMG/SEG 5)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.**