Ministry of National Security

CAREER OPPORTUNITY

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

DATA ANALYST (GMG/SEG 3) – CONTRACT
CITIZEN SECURITY SECRETARIAT

SALARY SCALE: $2,453,125.00 – $2,915,995.00

TRAVELLING ALLOWANCE: $894,924.00 Per Annum with Motor Vehicle;
$362,472.00 Per Annum without Motor Vehicle:

JOB PURPOSE:

The Data Analyst will develop clear and well-structured analytical plans and analyze datasets to include, analyzing data from the key MDAs, and other datasets and statistical analysis of a mildly urgent/sensitive nature. The Data Analyst will also play a part in shaping the CSP's data infrastructure, inclusive of data-warehousing, reporting and analytics platform.

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

KEY RESPONSIBILITIES:

- Interpret, forecast, and analyze data results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze and interpret trends or patterns in complex data sets.
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Develop strategies and creative techniques to summarize, visualize and present data analysis.
- Work with management to prioritize information needs.
- Locate and define new process improvement opportunities.
- Identifies, communicate and endeavors to resolve data gaps that impact the fulfillment of the CSS functional requirements.
- Identifies, evaluates and documents potential data sources in support of project requirements within implementing entities.
- Builds and operationalize processes that ensure timely data-loading and maintain accuracy and relevance of data used within the CSS.
- Develops logical and conceptual data flows that are in support of CSS project requirements and guides implementing entities in appropriate and effective use of data.
- Supports and executes change management activities with regard to data analysis across implementing entities.
- Assist in mining the database in search of critical information and findings communicated to the Data Manager.
- Identifies and communicate risks and issues in projects/programmes initiated by the implementing entities and communicates this information to the relevant leadership.
- Uses data to guide implementing MDAs and overall performance.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor of Science in Mathematics, Economics, Computer Science, Information Management, Statistics or Research Methods.
- Strong Knowledge of and experience with reporting packages (Business Objects etc.), databases (SQL etc), programming (XML, Javascript, or ETL Frameworks)
- Knowledge of statistics and experience using statistical package for analyzing datasets (Excel, SPSS, SAS etc.)
- Minimum of five (5) years proven working experience as a Data Analyst or Business Data Analyst
- Technical expertise regarding data models, database design development, data mining and segmentation techniques

SPECFIC KNOWLEDGE & SKILLS:
- ➢ Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy
- ➢ Adept at queries, report writing and presenting findings
- ➢ 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
- ➢ Proficiency with Microsoft Office Suite, Internet and Outlook
- ➢ Excellent research and consultation skills
- ➢ Ability to decipher and organize large amount of data
- ➢ An analytical mindset with superb communication 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
- ➢ Must be able to work in a high stress environment

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 3, 2021** to the: -

>Director, Human Resource Management and Administration
>Human Resource Management and Administration Branch
>Ministry of National Security
>4th Floor NCB North Tower
>2 Oxford Road
>Kingston 5
>Email: jobopp@mns.gov.jm

>**Subject: Data Analyst (GMG/SEG 3)**

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