Ministry of National Security

CAREER OPPORTUNITY

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

DATA TECHNICIAN & RESEARCH LIAISON (GMG/SEG 3) - CONTRACT
CITIZEN SECURITY SECRETARIAT

SALARY SCALE: $2,551,250.00 – $3,032,634.00

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

JOB PURPOSE:

The incumbent is responsible for developing clear and well-structured analytical plans and analyzes data-sets to include, analyzing administrative data, insurance, billing claims, and other data-sets and statistical analysis of a mildly urgent/sensitive nature.

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

KEY RESPONSIBILITIES:

- Interprets data, analyze results using statistical techniques and provide ongoing reports for the assigned MDA;
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality for the assigned MDA;
- 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
- Work with the CSS, PIOJ, and your assigned MDA 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 CSP functional requirements;
- Identifies, evaluates and documents potential data sources in support of project requirements within your assigned implementing entity;
- Builds and operationalize processes that ensure timely data-loading and maintain accuracy and relevance of data used within your assigned MDA as per CSS' and PIOJ's requirements;
- Develops logical and conceptual data flows that are in support of the CSP requirements and guide your implementing entity in appropriate and effective use of data;
- Supports and executes change management activities with regard to data analysis across your implementing entity;
- Assist in mining the database in search of critical information and findings communicated to the CSS and PIOJ;
- Performs regular maintenance and upgrade of data warehouse servers such as Structured Query Language (SQL);
- Identifies and communicate risks and issues in projects/programs initiated by the implementing entities and communicates this information to the relevant leadership;
- Uses data to guide implementing entities through all programmes and initiatives, enabling continuous improvement in data quality and overall performance.

<u>**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**</u>

- Bachelor of Science in Mathematics, Economics, Computer Science, Information Management or public policy, political science, or Statistics;
- 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, STATA, SPSS, SAS etc.);
- Knowledge of data forecasting techniques;
- Minimum of two (2) years proven working experience as Data Analyst or Business Data Analyst;
- Technical expertise regarding data models, database design development, data mining and segmentation techniques.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- 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;
- 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
- May experience high level of stress in relation to activities of the Data Manager

Interested persons should forward their applications and resume **NO LATER THAN Friday, June 24, 2022** to the: -

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

Subject: Data Technician & Research Liaison (GMG/SEG 3)

Please note that we thank all for responding but only shortlisted applicants will be contacted.