



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 120 **OSC Ref. C.6528¹⁴**

11th June, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Ministry of Energy, Transport and Telecommunications (METT)**:

1. **Statistician (SOG/ST 6) – Strategic Planning and Policy Services Division – (Not Vacant)**, salary: \$5,198,035 per annum.
2. **Research Analyst (GMG/SEG 2) – Strategic Planning and Policy Services Division – (Vacant)**, salary: \$4,266,270 per annum.
3. **Executive Secretary 1 (OPS/SS 4) – Energy Division – (Vacant)**, salary: \$2,190,302 per annum.
4. **Executive Secretary 1 (OPS/SS 4) – Telecommunications Division – (Not Vacant)**, salary: \$2,190,302 per annum.

1. **Statistician (SOG/ST 6)**

Job Purpose

Under the general direction of the Chief Research Officer, the Statistician provides information and statistical advisory services to the Ministry, for developing, implementing and monitoring Energy, Telecommunications and Transport policies. The officer also oversees the development of the statistical functions, including collecting, analyzing, interpreting and presentation of quantitative information from diverse sources. The officer is also responsible for developing and maintaining statistical databases for the Ministry's portfolio areas and producing, compiling and distributing of Monthly, Quarterly and Annual Statistics Report publications.

Key Responsibilities

Management/Administrative:

- Participates in meetings and workshops on economic planning and statistical issues related to the Ministry's various portfolios;
- Develops and manages the Ministry's respective portfolio statistics databases;
- Keeps current with developments in statistics and their application to energy, telecommunications and transport. These include research management, research ethics, data manipulation and the use of appropriate statistical programmes.

Technical/Professional:

- Searches, collects, analyses, tabulate and present statistical information for storage in Transport Statistics Database and for inclusion in reports and summaries;
- Organizes, participates in and supervises the collection of information energy, telecommunications and transportation, public works and related social variables;
- Prepares and publishes statistics reports and posts same on the Ministry's Intranet and Internet Website;
- Investigates, interprets, analyses and prepares recommendations regarding various energy, telecommunications and transport activities;
- Collects and collates data on the Ministry's portfolio areas, for submission to international bodies;
- Reviews, contributes to and comments on research proposals before survey implementation, and oversees and/or gives input to the creation of survey instruments;
- Evaluates ongoing surveys and recommends improvements to existing methods, including the development, promulgation and monitoring of standards and guidelines for surveys undertaken by the Ministry;

- Participates in the development and formalization of working relationships, e.g. Memorandum of Understanding (MOUs) between the Ministry and portfolio and non-portfolio data sources identified to assist in the development of the statistical function;
- Analyses data, interprets results and indicates reliability of findings with the aid of mathematical techniques and software, analyses data (with the aid of mathematical techniques and software), including forecasting trends in the energy, telecommunications and transport Industries, through the use of techniques such as modelling;
- Uses appropriate statistical techniques and develops methods to analyze energy telecommunications and transport activities and conditions data to provide rational quantitative basis for forecasting public works;
- Utilizes databases and information sources to meet internal and external statistical needs;
- Aids in the preparing training courses.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and cooperation
- Integrity
- Compliance
- Good interpersonal skills
- Goal/Result oriented

Technical:

- Strategic vision
- Analytical thinking
- Excellent problem solving and decision-making skills
- Ability to use initiative
- Excellent planning and organizing skills
- Ability to manage external relationships
- Use of technology – relevant computer applications
- Knowledge and experience in research methodology, survey design and implementation
- Knowledge of software packages such as SPSS
- Clear understanding of statistical terms and concepts
- Demonstrated ability to employ modelling and statistical packages to treat data sets from the Ministry's various portfolios
- Knowledge and experience in publishing and writing

Minimum Required Qualification and Experience

- Undergraduate Degree with a significant quantitative component, such as Statistics, Mathematics, Economics, Operational Research, Social and Political Sciences, Psychology, Geography, Civil Engineering;
- Three (3) years' professional experience in Statistics or Statistics related field, with continuous professional development;
- Experience in Database Development and Management.

Special Condition Associated with the Job

- Field investigations are an integral part of statistical responsibilities; therefore, the incumbent should be prepared to endure exposure to natural elements, such as dust, heat, etc.

2. Research Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Senior Director, Policy Analysis, Research and Development, the Research Analyst is responsible for conducting policy-oriented research, data analysis, and sector assessments to support strategic planning, policy development, programme implementation, and decision-making within the energy, transport, and telecommunications sectors.

The incumbent will monitor sector trends, emerging issues, and regulatory and technological developments, and provide research and analytical support for monitoring and evaluation activities, policies, programmes, and projects across the Ministry and its portfolio agencies.

Key Responsibilities

Management/Administrative:

- Assists in the development and implementation of research plans, work programmes and Sector studies;
- Supports the coordination of research activities across the Ministry and its Agencies;
- Participates in the preparation of reports, presentations, policy briefs and technical submissions.

Technical/Professional:

- Conducts research and analysis on issues affecting the Energy, Transport and Telecommunications Sectors;
- Collects, compiles, analyzes, and interprets quantitative and qualitative data to support evidence-based decision making;
- Develops and applies research methodologies, survey instruments and analytical frameworks, to ensure accuracy and reliability of data;
- Monitors Industry trends, legislative developments, emerging technologies and international best practices relevant to the Ministry's portfolio areas;
- Conducts feasibility studies, impact assessments and evaluations of projects, programmes and policies;
- Provides research and analytical inputs to support the preparation of technical reports, policy papers, briefing notes and presentations;
- Reviews and critiques studies and reports prepared by Consultants, Agencies and other stakeholders, and provides recommendations;
- Supports monitoring and evaluation activities for Ministry programmes and initiatives;
- Collaborates with internal and external stakeholders in conducting research and sharing information;
- Investigates Sector-related issues and public concerns and recommends appropriate solutions or interventions;
- Provides technical support and research inputs for strategic planning and policy development initiatives;
- Represents the Ministry at meetings, workshops, conferences and seminars, and delivers presentations, where required.

Required Knowledge, Skills and Competencies

Technical:

- Knowledge of research methodologies and analytical techniques
- Knowledge of policy analysis and monitoring and evaluation principles
- Understanding of the Energy, Transport and Telecommunications Sectors
- Knowledge of Project Planning and Evaluation methodologies
- Ability to collect, analyze and interpret data
- Proficiency in Microsoft Office Suite and relevant analytical software
- Knowledge of statistical and data analysis techniques
- Ability to prepare technical and analytical reports
- Knowledge of socio-economic and environmental assessment principles

Core:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Teamwork and Cooperation
- Customer and quality focus
- Ability to use initiative
- Excellent planning and organizing skills
- Excellent problem solving and decision-making skills
- Integrity and professionalism

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Economics, Statistics, Planning, Engineering or related discipline;
- Training in Research Methods, Policy Analysis, Monitoring and Evaluation, or Data Analytics;
- Three (3) years' experience in a technical capacity or similar area.

Special Conditions Associated with the Job

- Required to work extensively on computers for prolonged periods;
- May be required to conduct field visits and attend meetings outside normal working hours;
- Exposure to varying environmental conditions during site visits and field research activities.

3. Executive Secretary 1 (OPS/SS 4) – Energy Division

Job Purpose

The Executive Secretary 1 is responsible for providing administrative and secretarial support to the Chief Technical Director (CTD), to ensure the effective and efficient operation of the Energy Division. The incumbent is responsible for coordinating meetings and conferences, preparing correspondence and reports, maintaining schedules and filing systems, handling confidential information and facilitating communication within the Ministry and with external stakeholders.

Key Responsibilities

Management/Administrative:

- Receives and distributes incoming mail;
- Composes letters and memoranda from general instructions and prepares responses to correspondence containing routine inquiries;
- Screens visitors and phone calls intended for the Energy Division and refers them to the appropriate personnel;
- Seeks information from the various Divisions of the Ministry's and Agencies, which the CTD may need on any particular subject;
- Liaises, as necessary, between the CTD and members of staff and personnel outside the Ministry.

Technical/Professional:

- Organizes and manages the CTD's schedule and updates activities and appointments;
- Co-ordinates and arranges meeting, prepares meeting documents, ensures Action Plan Reports and other meeting documents are circulated;
- Attends meetings and ensures that Minutes are taken, transcribed and distributed;
- Prepares agendas and makes arrangements for Committee, Board and other Meetings;
- Manages and establishes procedures for the use of office system;
- Supports the efficient operation of the Division by ensuring that office equipment is maintained and stationery and other office supplies are ordered and are available upon request;
- Establishes and maintains an appropriate filing system for the recording and easy retrieval of information;
- Establishes and maintains a system for the control and safekeeping of classified, secret and confidential documents, files and reports;
- Maintains a database for tracking Cabinet Submissions and decisions related to the Energy Division.
- Researches and provides information to the CTD, in the preparation of reports;
- Maintains "third copy" files for correspondence sent out by the CTD;
- Arranges for the printing, photocopying, binding, dispatching etc. of documents produced.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Job knowledge
- Quality of output
- Compliance
- Customer and quality focus
- Teamwork and co-operation

Technical/Functional:

- Good planning and organizing skills
- Good use of Technology
- Good records management skills
- Good time management skills

- Sound judgment

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience;

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. Word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus four to five (4-5) years general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

4. Executive Secretary (OPS/SS 4) – Telecommunications Division

Job Purpose

Under the general supervision of the Principal Director, the Executive Secretary 1 is responsible for providing administrative and secretarial support, to ensure the efficient and effective operation of the Telecommunications Division. The incumbent is responsible for coordinating meetings and conferences, preparing correspondence and reports, maintaining schedules and filing systems, handling confidential information, and facilitating communication within the Ministry and with external stakeholders.

Key Responsibilities

Management/Administrative:

- Receives, records and distributes incoming mail and correspondence for the Telecommunications Division;
- Composes letters, memoranda and routine responses from general instructions;
- Screens visitors and telephone calls intended for the Principal Director and refers matters to the appropriate officers;
- Liaises with Divisions, Departments, Agencies and external stakeholders, on behalf of the Principal Director;
- Obtains and compiles information required by the Principal Director on specific matters;
- Maintains confidentiality in handling sensitive and official information;
- Assists with the coordination of administrative activities within the Division.

Technical/Professional:

- Organizes and manages the Principal Director's diary, schedules, appointments and travel arrangements;
- Coordinates meetings, conferences, workshops and official engagements, including the preparation and circulation of agendas and meeting documents;
- Attends meetings and ensures accurate recording, transcription and distribution of Minutes;
- Establishes and maintains filing and records management systems, including confidential and classified documents, for secure storage and easy retrieval;
- Receives, records, tracks and distributes incoming and outgoing mail, correspondence, and files, for the Telecommunications Division;
- Maintains databases and tracking systems for Cabinet Submissions, reports and Divisional correspondence;
- Researches, obtains and compiles information required for reports, presentations and other assignments;
- Arranges for printing, photocopying, binding and dispatching of official documents;
- Ensures office equipment is maintained, and office supplies are available, as required;
- Utilizes relevant software applications to prepare documents, spreadsheets, presentations and reports.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Quality of output
- Compliance
- Customer and quality focus
- Teamwork and cooperation

Functional/Technical:

- Good organizing skills
- Good use of technology
- Good planning and organizing skills
- Good Records Management skills
- Good time management skills
- Confidentiality and discretion

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience;
- OR**
- Graduation from an accredited school of Secretarial Studies with proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. Word processing, database and spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus four to five (4-5) years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency in Typewriting at a speed of 50-55 words per minute and Shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' Level; training in the use of a variety of computer software applications and four to five (4-5) years general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications, accompanied by résumés {including the names and positions of two (2) senior persons who can provide character and work-related references}, should be emailed to: hr@mtw.gov.jm, **no later than 5:00 p.m. Wednesday, 24th June, 2026, to the attention of:**

**Permanent Secretary
Ministry of Energy, Transport and Telecommunications
PCJ Building
36 Trafalgar Road
Kingston 10**

Additional details may be viewed on the Ministry's Website: www.mset.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**