



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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12th October, 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 fill/be assigned to the following posts in **Office of the Prime Minister (OPM)**:

1. **Statistician (SOG/ST 7) (not vacant) - Performance Management and Evaluation Branch**, salary: \$5,457,937 per annum.
2. **Coordinator (GMG/SEG 2) (vacant) - Cabinet Recording Secretariat Unit**, salary: \$4,266,270 per annum.
3. **Payroll Officer (FMG/AT 2) (vacant) (3 posts) – Salaries Unit**, salary: \$3,501,526 per annum.

1. Statistician (SOG/ST 7)

Job Purpose

The role of the statistician is to provide statistical information and analysis to support the monitoring and evaluation of delivery of results achieved by MDAs against their Business Plans.

Key Responsibilities

- Advises Senior Performance Analysts and Research Team within the Branch on priorities for data gathering and analysis and the conduct of statistical research and analysis in support of the work of the Branch;
- Identifies with Senior Performance Analysts and Senior Evaluation and Research Officer, where statistical analysis can help support overall monitoring and evaluation of MDA performance;
- Advises Senior Performance Analysts on the development of relevant and robust performance indicators and targets, by MDAs within their Strategic Business and Operational Plans by using indicators in the indicator inventory database as reference;
- Maintains performance indicator inventory that will aid Senior Performance Analysts in advising MDA's on how to develop relevant and robust performance indicators and targets within their strategic business and operational plans;
- Develops and maintains of databases of statistical data relevant to the Branch's work including data provided by regional and international organizations to support the Whole-of-Government performance report;
- Works with MDAs to establish guidelines and good practice for the collection and collation of statistical performance information of relevance to the Branch's work;
- Works with MDAs to develop and maintain appropriate performance data, collecting and collation systems to ensure the integrity and accuracy of data, and facilitate effective reporting to the Branch;
- Assists with the maintenance of the Branch's electronic monitoring and reporting system by coordinating the electronic collection of MDAs quarterly statistical performance data relevant to the work of the Branch; verifies the integrity and accuracy of statistical data provided;
- Ensures the maintenance and provision by MDAs of other accurate and up-to-date statistical data sets relevant to the work of the Branch, as required;

- Reviews and makes recommendations periodically for the improvement of statistical data management within MDAs in relation to performance reporting requirements;
- Designs, analyses and interprets higher level statistics and determines appropriate forms and multivariate techniques;
- Supports the conducting of evaluations in the Branch by providing analyzed data in support of the required outcomes of the evaluation;
- Works with the Senior Evaluation and Research Officer in designing data collection instruments for assessments and evaluations of MDAs and their programmes/projects;
- Assists in the collection of qualitative and quantitative data for research, assessments and evaluations being conducted by the Branch;
- Develops and presents statistical reports to the Head PMEB, Senior Evaluation and Research Officer and Senior Performance Analysts, and external stakeholders as required;
- Ensures that quantitative components for any research and evaluation projects undertaken by the Branch are adequate to achieve overall objectives;
- Assists with the maintenance of the Branch's Monitoring & Evaluation Community of Practice initiative;
- Creates relationships with statisticians and other staff of MDAs who are involved in the collection, collation and analysis of statistical performance data; to facilitate the sharing of best practices through the community of practice.
- Develops a network with statistics producing entities to facilitate the sharing of data on national development and social development issues of relevance to the work of the Unit (e.g. census information, Social and Economic Survey of Jamaica etc.);
- Liaises with Universities and other institutions in the Caribbean and overseas to obtain information and data relevant to the work of the Branch, where necessary.
- Designs and delivers seminars on statistical analysis and techniques to staff within the Unit and MDAs, as required to improve capacity;
- Provides assistance in developing and conducting training workshops on monitoring and evaluation with keen attention to statistical data.
- Assists in the implementation, monitoring and evaluation of the Performance Monitoring & Evaluation System (PMES) through regular assessments of the MDAs.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal and communication skills;
- Ability to analyse and interpret data and other information;
- Good analytical skills and judgment;
- Excellent report writing skills;
- Ability to think laterally and solve problems;
- Resourcefulness and ability to work independently;
- Ability to prioritise and manage a busy workload;
- Ability to meet deadlines;
- Attention to detail.

Technical

- Microsoft Word, Excel, PowerPoint, Access skills;
- Training in statistical analysis and data interpretation;
- Experience in designing surveys;
- Experience in quantitative and qualitative data presentation and analysis; and
- Proficiency in the use of SAS and SPSS.

Minimum Required Qualification and Experience

- Degree in Social Sciences or related field.
- Three (3) years' experience in conducting quantitative studies/research.
- Three (3) years' experience in social research.

- Proven experience of using statistical tools and methods.

2. Coordinator (GMG/SEG 2)

Job Purpose

Reporting to the Director/Senior Coordinator, Cabinet Recording Secretariat, the Coordinator is required to provide logistical, administrative and records management support to the Cabinet and its Committees as assigned.

Key Responsibilities

Technical/Professional

- Attends meetings, manually records deliberations and produces accurate Minutes of Cabinet and Cabinet Committee meetings as assigned;
- Summarizes Cabinet Submissions, Notes and other documents submitted for consideration by the Cabinet and its Committees;
- Produces Minutes in a timely manner for vetting by direct supervisor and Director;
- Prepares and circulates Agendas, Cabinet Submissions and Notes and other documents for meetings to Cabinet Ministers and other officials prior to meetings;
- Compiles and collates Minutes, Cabinet Decisions and other documents identified on the agenda to be circulated to Cabinet Ministers, Ministries and other officials prior to meetings and deliberations;
- Inputs data and maintains a robust database of the records of the Cabinet to facilitate electronic searches and retrieval;
- Prepares, lists and maintains daily records of Submission and Notes for submission to the Director, the Chief Technical Director, and the Cabinet Secretary; and
- Processes and circulates Cabinet Submissions, Notes and Presentations to Cabinet and Committee Members.

Administrative Support:

- Manages the flow of correspondence and make necessary referrals to ensure the timely response to requests;
- Responds to routine queries from Cabinet Ministers, Permanent Secretaries and other Government officials and refer unusual requests for the Director and Senior Coordinator;
- Provides information on the procedures involved in the conduct of Cabinet and Committee Meetings; and participates in the development of training material in Cabinet Meeting processes;
- Liaises with Policy Analysts, Policy Analysis and Review Unit, on Cabinet business and procedures and the functioning of the Cabinet and Committees; and
- Coordinates logistics arrangements for the dispatch of Cabinet documents to Ministries, Departments, and Agencies of Government.

Records Management:

- Files and stores Cabinet Minutes electronically and index and examines Cabinet Minutes to extract policy decisions for inputting into the keyword/category section of the Cabinet database;
- Assembles the necessary documentation that should be attached to submissions for consideration at Cabinet Meetings;
- Maintains the records management system for classification, filing, storage, retrieval, and disposal of Cabinet documents;
- Ensures proper storage and easy retrieval of confidential documents;
- Develops electronic copy of Minutes for storage in electronic filing system;
- Researches electronic database and hard copy collections to retrieve information, as requested;
- Maintains Register of Cabinet Submissions and Notes for Cabinet Committees assigned;
- Maintains record of Destruction Certificates for Cabinet Documents;
- Maintains Electronic Registry.

Logistics Management:

- Makes the necessary arrangements for booking of meetings rooms, and refreshments for Cabinet and Committee meetings, when required; and
- Coordinates the upload of Cabinet documents for Cabinet and its Committees Meetings.
- Performs any other work-related tasks that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent writing and analysis skills
- Excellent note taking and minutes writing skills
- Ability to summarize discussions
- Good command of the English Language
- Attention to detail
- Planning and time management skills
- Good inter-personal and communication skills
- Solution oriented, with strong problem-solving skills and able to work on own initiative
- Confidentiality, discretion, and sound judgement

Technical

- Basic competency of policy analysis techniques
- Ability to work under pressure and to strict deadlines
- Ability to work in a team environment
- Working knowledge of Government operations
- Knowledge of Cabinet business procedures and protocols
- Knowledge to different forms and methods of database management
- Ability to work effectively with senior Government officials

Minimum Required Qualification and Experience

- Bachelor's Degree in Humanities, Social Science, or related discipline
- Experience in meeting practice and procedures
- Experience in the use of computer applications and systems, including Microsoft Office Suite and SharePoint
- At least three (3) years' experience performing similar duties

Special Condition Associated with the Job

- Work beyond normal work hours, weekends and public holidays as required
- Long hours sitting at computers
- Long hours sitting in meetings
- Travel out of town on occasion

3. Payroll Officer (FMG/AT 2)

Job Purpose

Reporting to the Payroll Manager, the Payroll Officer is responsible for processing wages and salaries, statutory deductions and other salary related documents on behalf of the Office of the Prime Minister (OPM).

Key Responsibilities

Prepares Salaries and Wages

- Updates earnings record and prepares Earnings Cards for new appointments;
- Balances control sheet and payroll register;
- Prepares salaries payment voucher for lodgement to the salaries bank accounts;
- Processes payments from the Accountant General's Department and prepares and submits salary adjustment letters to the Department;
- Processes overtime claims each fortnight and insert on payroll;
- Inserts Travelling Vouchers on payroll;
- Upload fortnightly and monthly salary to GFMS for authorization.

Processes Statutory and Personal Deductions

- Prepares Income and Education Tax and N.H.T and N.I.S deduction vouchers by Activity for commitment;
- Prepares personal monthly and fortnightly deduction vouchers for upload to relevant Government and private organizations;
- Prepares and sends upload letters and listings to relevant Government and private organizations;
- Prepares Monthly Summary Forms for Sagikor Health Insurance and Guardian Life Executive Health Insurance.

Other Responsibilities

- Maintains files for deduction cheque register;
- Prepares employees salary information (P45, P24, N.H.T letters etc.) upon request;
- Prepares excel schedule of all manual payments;
- Prepares Family Benefit Schedule upon request;
- Maintains Salaries Cash Book monthly;
- Posts commitment vouchers on GMIS;
- Performs other related duties as assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal and customer service skills;
- Good oral and written communication skills;

Technical

- Good numeric skills;
- Proven ability to quickly learn new information, processes and procedures;
- Proven ability to meet deadlines and identify and deal with problems;
- Knowledge of F.A.A. Act and other related GOJ regulations and procedures;
- Knowledge of accounting principles, practices and control systems;
- Integrity and confidentiality;
- Proficient in the use of computer applications and software - Microsoft Office Suite (Word, Excel, Outlook), MyHr+ and accounting system (GFMIS).

Minimum Required Qualification and Experience

- AAT LEVEL 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second (2nd) year in BSc Degree in Accounting or Management Studies with accounting or BBA Degree at an accredited University; **or**
- ASc. Degree in Business Studies or Business Administration or Management Studies; **or**
- ASc. Degree in Accounting from MIND; **or**
- Certificate in Government Accounting Level 2;
- Experience in using a computerized payroll system or other relevant database.

Special Conditions Associated with the Job

- Required to work beyond normal working, whenever the need arises

Applications accompanied by résumés should be submitted **no later than Monday, 26th October, 2026 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**