



CAREER OPPORTUNITY

The **Jamaica Information Service (JIS)**, an **Executive Agency**, invites applications from suitably qualified professionals for the following position:

CORPORATE SERVICES OFFICER

(Salary Range: \$3,501,526.00 - \$4,709,163.34 per annum)

Job Scope:

Reporting to the Director, Corporate Services Division or designate, the Corporate Services Officer will be responsible for providing general technical support to the Director and participates in the organization and implementation of a range of activities under the Director's purview. The incumbent will also undertake research, conduct cost benefit, statistical and economic analyses, and generate reports and data summaries as required.

Core Functions:

- Participates in field and site visits for monitoring and evaluation, and writes related reports.
- Participates in the preparation of corporate, operational and other related plans and budgets
- Participates in the meetings of various. Committees working on technical projects.
- Prepares/compiles appropriate meeting documents and ensures follow through with post meeting actions and decisions.
- Conducts cost benefit analyses where necessary and generates data summaries and reports.
- Conducts analyses of costing and pricing mechanisms of the Agency's products and services and revises catalogue of products and services as required.
- Conducts research management, observes research ethics, and utilises data manipulation and the use of appropriate statistical projections.
- Researches and collates information from various Divisions of the Agency, coordinates accurate data and composes and types reports and drafts documents.
- Evaluates sources of information to determine any limitations concerning reliability and usability.
- Prepares monthly reports and work plans.
- Designs experiments, surveys or trials to produce the required data.
- Follows up on requests made by the Director.
- Performs any other related duties, which may be assigned by the Director, Corporate Services from time to time.

Minimum Qualifications and Experience:

- Bachelor of Science degree or Bachelor of Arts degree.
- Specialised courses in Statistics, Economics or equivalent area of study.
- Two (2) years' related experience.

Required Competencies:

- Excellent oral and written communication skills
- Good research and report writing skills
- High quality of output, integrity and teamwork
- Ability to transcribe material in a clear, accurate and acceptable manner
- Knowledge of Statistics, Economics and Mathematics
- Proficiency in the use of relevant computer applications

Please submit your applications along with résumés to:

**The Director, Human Resources
Jamaica Information Service
58A Half Way Tree Road
Kingston 10**

or email: hrmanager@jis.gov.jm no later than
Monday, January 20, 2025.