



**MINISTRY OF
EDUCATION & YOUTH**

NATIONAL EDUCATION INSPECTORATE

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Data Analyst
JOB GRADE:	
POST NUMBER:	
DIVISION:	Inspection Support
REPORTS TO:	MIS Manager
MANAGES:	

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose

To gather, collate and analyse data from inspections, surveys and evaluations of schools, teachers' colleges and other education service providers and produce customised and other reports/information for various internal/external users.

Key Outputs:

- Inspection, survey and evaluation data gathered, verified and analysed
- Information produced as required by various users
- New/improved methods for data capture/analysis/presentation developed
- Databases backed-up and secured
- Activity reports prepared

Key Responsibility Areas:

Technical/Professional Responsibilities

1. Accesses inspection, survey and evaluation data sources and captures the data
2. Checks the accuracy of data collected and reports and resolves any anomalies found
3. Retrieves/extracts and analyses data for the production of thematic, subject based or other reports to satisfy varying demands
4. Verifies the results of analyses and investigates and corrects errors if any
5. Researches, develops and recommends new/improved programs and methodologies for capturing, analyzing and presenting data
6. Ensures the back-up and protection of all databases developed

Administrative Responsibilities

7. Prepares reports on activities at required intervals

Other

8. Performs other related functions assigned from time to time by the MIS Manager

Performance Standards:

- Data is collected from relevant sources in a timely manner
- Errors or anomalies found in the data are clarified/resolved in a timely manner
- Information/reports produced is/are accurate and submitted in the required format and time frame
- Information/reports submitted indicate comprehensive in-depth analysis

- Recommendations to improve work methods are beneficial and reliable
- Databases are safely and securely maintained
- Reports on activities are prepared and submitted on a timely basis
- Professional conduct and integrity are maintained

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
All Divisions	Determining and understanding information requirements and providing information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Department of School Services	Obtaining/providing inspection, survey and evaluation data/information
Secondary/Primary Schools	Obtaining/providing inspection, survey and evaluation data/information
Teachers Colleges	Obtaining/providing inspection, survey and evaluation data/information
Curriculum and Assessment Agency	Obtaining/providing inspection, survey and evaluation data/information
Jamaica Teaching Council	Obtaining/providing inspection, survey and evaluation data/information

Required Competencies:

Core

- Excellent analytical and problem solving skills
- Excellent report writing skills
- Excellent presentation, oral and written communication skills
- Good time management, multitasking and organizing skills
- Ability to demonstrate a high level of initiative and professionalism
- Good interpersonal skills
- Ability to work with details

Technical

- Sound knowledge of statistical analyses tools and research methodology
- Knowledge of the Jamaican education system

- Knowledge of the Ministry of Education's policies, rules and regulations
- Mastery of the relevant computer applications

Minimum Required Education and Experience

- Bachelor's Degree in Social Research and Statistics or a related discipline
- Training in statistical analysis of data
- Three (3) years related working experience

Authority:

- To access information needed to perform job functions
- To recommend improvements in techniques used to gather and compile data
- To recommend improvements/changes to the data analysis system

Specific Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal hours from time to time to meet deadlines.