



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Chief Statistician – Surveys and Censuses

**MINISTRY:** Finance and Treasury

**DIVISION:** National Statics Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00080

**MINISTRY VACANCY REF:**

**POSITION LEVEL:** 10/11

**SALARY RANGE:** \$67,578.21 - \$81,348.88

**POSITION REPORTS TO:** Deputy Government Statistician and the Government Statistician

**POSITION SUPERVISES:** Principal Statisticians and Senior Statisticians

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to support the Government and the people of Solomon Islands in financial and economic decision making processes and the implementation of good governance practices.

The Division of National Statistics Office supports the Ministry of Finance and Treasury to do this by implementing its mandate to collect, compiling, analysing, abstracting and publishing statistical information relating to the commercial, industrial, agriculture, social, economic and general activities and condition of the people of Solomon Islands.

This position will contribute to the corporate functions and objectives of this Ministry by supervising and overseeing the production of economics and social statistics in the department such as HIES, DHS, VRS, Population and Housing censuses, to support critical government policy priority that currently implemented

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Coordinating and Supervising the operations and work plan of Census and Surveys
- Draw and control budget and or financial allocations for Population censuses and surveys field work and operations
- Advise the Deputy Government Statistician on practical aspects of existing and proposed field data collection programme updates
- Collaborate by advising the provincial government authorities on the NSO framework and development plan, establishment and implementation period of population censuses and surveys

- Providing Assistance in the designing and conduct of the analysis and dissemination of all censuses and surveys collected by NSO
- Liaise with other agencies and department to ensure mapping outputs are of required standards
- Coordinate and oversee the overall management of the population censuses and sample household surveys
- Assist and advise users on the design and conduct of the statistical investigation so as to maintain statistical standards, definitions and classification
- Undertake any other duties as reasonably required or directed by the Deputy Government Statistician or the Government Statistician.

## **SECTION D - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to following key deliverables:

1. The Production of budgets for census and survey in the country
2. Successful implementation of the censuses and survey field operations, data analysis and dissemination of the report/result
3. Monitoring and controlling of survey operation for valuable data collection and funds use according to value for Money
4. Execution of logistical equipment to all provincial project teams and re-collection of all the equipment after the survey
5. Mitigate timely completion of project work plans with the funding availability according to the budget
6. 100% attendance and compliance with code of conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Bachelor's Degree or higher (In Statistics, Official statistics, demographic and population studies)

### **Desirable Qualifications**

- Minimum diploma level qualifications or other relevant experience related to data collections and at least 5 years of working experience

### **Capabilities Required**

- Demonstrate knowledge of statistical data collection and processing. However, SINSO will be conducting training in these areas for the accepted candidate.
- Demonstrate personal attributes of hard-working, honest, and obedient to instructions with minimal supervision with full commitment



## SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

**KSC 1:** Have Knowledge with statistical data collection, field work planning and operations, and budgeting

**KSC 2:** Demonstrate high standard of collaboration and partnership with other National Government Agencies, Provincial Government and NSO stakeholders

**KSC 3:** Gain previous working experience in any statistical or research related areas and demonstrate high standard of survey designs and well verse with statistical methodologies

**KSC4:** Demonstrate high Standard of Project management and Project Coordination

**KSC5:** Have knowledge of Statistics Act, Publics Services General Orders (GOs) & Public Finance (Financial Instruction) and demonstrate willingness to learn and apply the relevant legislation

**KSC6:** Ability to strongly uphold Public Service Code of Conducts

## SECTION G - TERMS AND CONDITIONS

**Fortnightly Salary:** \$2,599.16 - \$3,128.80      **Annual Salary:** \$67,578.21- \$81,348.88

**Annual Leave Entitlement:** As per Ministry of Public Services Policy

**Other conditions of service relevant to this position;**

- a) Housing Allowance or access to the Public Service Rental Scheme.
- b) Other standard leave entitlements outlined in the General Orders for SIG Public Servants

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer** (Ag)

13/09/23  
.....  
**Date Approved**

*Additional Comments:*