



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Senior Statistician – Economics

**MINISTRY:** Finance and Treasury

**DIVISION:** National Statics Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00071

**MINISTRY VACANCY REF:**

**POSITION LEVEL:** 6/7

**SALARY RANGE:** \$40,148.34 - \$54,201.70

**POSITION REPORTS TO:** Principal Statistician Economics (Trade)

**POSITION SUPERVISES:** Nil

### 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, process, analyse and disseminate core official statistics for the purposes of policy and planning, decision making and public debate.

This position will contribute to the corporate functions and objectives of this Ministry by obtaining critical data on status of employment and unemployment conditions to enable NSO produce the quarterly employment and unemployment rates to support MOFT's financial and economic decisions.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Assist in directing and controlling the operations of merchandise trade statistics
- Analyse and interpret merchandise trade data
- Compile export and import price indexes
- Develop regimens and weighting systems for these indexes
- Prepare tables and text for merchandise trade statistics publication
- Maintain and keep up to date the bridge table between the Standard International Trade Classification (SITC) and Harmonised System (HS)
- Keep up to date Customs tariff rates applicable on externally traded goods for use in validating the CPI and other economic statistics

- Produce list of Importers and Exporters each quarter for updating the Business Register
- Undertake any other duties as reasonably required or directed by the Supervisors or the Government Statistician.

## **SECTION D - KEY DELIVERABLES**

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

1. Maintain quality Merchandise trade data for Solomon Islands
2. Quarterly release of Merchandise trade bulletin
3. Maintain Merchandise trade dataset with standard classification
4. Efficient Management and maintain of Import and export database
5. Effective logistics and management process in Merchandise trade data collections
6. Efficiently produce most updated importers and exporters for Economics business registry
7. Electronic data entry, processing and validation
8. 100% attendance (unless on authorised leave) and compliance with Public Service Code of Conduct

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

### **Mandatory Qualifications**

- Bachelor's Degree in Statistics, Economics and Official statistics

### **Desirable Qualifications**

- Minimum diploma level qualifications of a recognized training in statistics trade or economics or such other qualifications with statistical content as are acceptable to the cadre with least 3 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 in statistical data collection, data compilation, and basic analysis skills for merchandise trade

**KSC 2:** Demonstrate high standard of understanding with imports and exports data of Solomon Islands and its organisation that involved with

**KSC 3:** Knowledge and experience in use of computers software particularly Micro Soft Access, MS Excel and statistical packages

**KSC 4:** Gain previous working experience in any statistical or research related areas and demonstrate good team player.

**KSC5:** Have knowledge of Statistics Act, and Publics Services General Orders and demonstrate willingness to learn and apply the relevant legislation

**KSC6:** Ability to strongly uphold Public Service Code of Conduct with strong commitment to working attendance

## SECTION G - TERMS AND CONDITIONS

**Fortnightly Salary:** \$1,544.17 - \$2,084.68      **Annual Salary:** \$40,148.34 - \$54,201.70

**Annual Leave Entitlement:** As per Ministry of Public Service 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:*