



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Statistics Officer – Census and Surveys

MINISTRY: Finance and Treasury

DIVISION: National Statics Office

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10059

MINISTRY VACANCY REF:

POSITION LEVEL: 4/5

SALARY RANGE: \$27,107.57 - \$39,890.49

POSITION REPORTS TO: Principal Statistician

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 with survey and census planning and budgeting
- Assist in preparation of Survey and Census training and field operation materials
- Assist with NSO logistics and work plans
- Assist with Census and Survey recruitment for enumerators and supervisors by interview or written test
- Supervising field data collection and operation for census and surveys enumerators and supervisors
- Assist and facilitate provincial tours and operations
- Provide assistance with mapping and GIS activities
- Assist with Census and surveys incoming forms for data entry and storage

- Carry out other duties that directed by Chief Statistician census and surveys and 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 data for censuses and surveys
2. Documentation of training and field operation materials for census and surveys
3. Implementation of project work plans at a timely manner
4. Establish geodatabase for Census and Surveys for future reference
5. Effective logistics and management process of NSO activities
6. 100% attendance and compliance with Public Service Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Certificate or diploma qualification

Desirable Qualifications

- Minimum form 6 or 7 or other relevant experience related to data collections and at 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 and field work implementation and planning

KSC 2: Knowledge in use of computers particularly Micro Soft office packages and GIS mapping software

KSC3: Demonstrate high standard of documentation and filing system

KSC 4: Have knowledge of good communication and ability to deal with Human resources both in office and field

KSC 5: Ability to strongly uphold Public Code of Conduct and Statistics Act

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,042.60 - \$1,534.25 **Annual Salary:** \$27,107.57 - \$39,890.49

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:


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Permanent Secretary/Responsible Officer (Ag)


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Date Approved

Additional Comments: