



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Director – Methodology and Data processing

MINISTRY: Finance and Treasury

DIVISION: National Statics Office

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-00067

MINISTRY VACANCY REF:

POSITION LEVEL: 12/13

SALARY RANGE: \$83,475.79 - \$91,069.87

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:

- Providing building capacity and in house training and development of course materials in different subject areas such as statistics, Economics and Mathematics and basic computer programming.
- To provide in depth advice in technical areas such as the statistical capability in sample surveys and censuses
- To assess and monitor all survey data result and to provide essential editing strategy to improve the data results before publishing and disseminating of results

- Advice on data generation by the statistics office in the different statistical areas and provide best advice to achieve the target for a statistical data collection
- Extract and provide depth analysis of survey data and highlight the results to the Government statistician for further perusal
- Advice and provide capability in the development of statistical database and statistical computing programme for data entry and compilation
- Provide and assist technical advice on the census and surveys questionnaire designs
- In liaison with the Statistics Act 1970,(amendment 2003), Provide input and discussion with other agencies to input in place workable programmes to achieve the target of statistical development of the country
- Advice on the technical aspect of the office in liaison with other Government agencies and International agencies
- Undertake any other duties as reasonably required or directed by 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 the Censuses and Surveys database and data entry application
2. Successful implementation of sample designs and sample methodologies
3. Documentation of statistical data processing and procedures
4. Monitoring and controlling of survey and censuses incoming data collections and storage
5. Implementation of data mining and data dissemination
6. Timely (Monthly and quarterly) reports of statistical data processing and data quality
7. Archive and update statistical training materials
8. Implementation of statistical indicators for development planning and policy formulation
9. 100% attendance and compliance with code of conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

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

Desirable Qualifications

- Minimum diploma level qualifications or other relevant experience related to data processing 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 and directives 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 and experience in Statistical methodologies, Sampling and data processing

KSC 2: Demonstrate high standard use of computer software/programming particularly data base development and statistical software for instance; CSPro, Stata and R studio

KSC 3: Demonstrate high standard of collaboration and partnership with other National Government Agencies, NSO stakeholders and International agencies

KSC 4: Gain previous working experience in any statistical or research related areas and demonstrate high standard of survey designs and statistical Analysis

KSC4: Demonstrate high Standard of Project management and Project Coordination

KSC5: Have knowledge of Statistics Act, Publics Services General Orders (GOs) 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: \$3,210.61 - \$3,502.69 **Annual Salary:** \$83,475.79- \$91,069.87

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
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Date Approved

Additional Comments: