



Fiji Bureau of Statistics

JOB DESCRIPTION: Statistical Officer (Establishment Survey)

CORPORATE INFORMATION:

Position Level:	Salary Band E
Salary Range:	\$21,121.70 - \$26,653.57
Duty Station:	Ba Office, Koronubu House, Koronubu Street, Ba

Reporting Responsibilities;

- a. Reports to:** Assistant Statistician – Establishment Survey Unit
- b. Liaises with:** Economic Statistics Division and other divisional staff, Government Ministries & Departments and Stakeholders
- c. Subordinates:** Project Officers / Attaché's

POSITION PURPOSE:

The purpose of this position is to collect, analyse, tabulate, interpret and present business sector statistics on a quarterly, annual release or report in a form acceptable to support socio-economic policy decisions.

KEY RESPONSIBILITIES:

The position will achieve its purpose through the following key responsibilities:

1. Assist in the designing and distribution of surveys forms, such as the quarterly and annual survey, to collect and collate relevant survey/administrative data.
2. Contribute to planning, coordinating, and conducting fieldwork aimed at collecting to produce quality and timely statistical data.
3. Follow-up for non-respondents, to achieve targeted response rate.
4. Assist in the processing, analysis, and verification of data from surveys, censuses, and administrative sources, ensuring statistical records are regularly updated and maintained.
5. Contribute to the production of statistical releases, reports, and publications in line with international statistical standards, guidelines, and best practices.
6. Respond to internal and external requests for statistical information, providing accurate and timely data support.
7. Participate in meetings, workshops, and technical committees, and assist in training staff involved in data collection and related statistical activities.
8. Actively contribute to the Ministry's corporate requirements, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Assigned survey/census questionnaires and field work activities are completed within the agreed timeframes and in compliance with the required analytical standard.
2. Accurate and timely submission of quarterly and annual releases/reports.
3. Timely and quality responses to requests for statistical information.
4. Effective and timely contribution to support Ministry and Corporate requirements.

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Business/ Accounting/ Economics/ Official Statistics (or equivalent) or similar discipline, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Or

Diploma in a related field with 3 years' work experience in statistical field may be considered in lieu of a Bachelors qualification.

KNOWLEDGE AND EXPERIENCE

1. At least 12 months' work experience in statistical field.
2. Knowledge in designing surveys, collecting and analysing data for specific purposes.
3. Knowledge of information gathering techniques and tools.
4. Knowledge on statistical and census acts.

SKILLS AND ABILITIES

1. Ability to plan and collect data to verify information.
2. Ability to interpret statistical data.
3. Demonstrated ability to work and liaise with people from diverse background.
4. Demonstrated ability to work effectively as part of a team.
5. Good written and verbal communication skills.
6. Intermediate skills using Microsoft Office or statistical software for data analysis.
7. Ability to work within minimal supervision.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Fiji Bureau of Statistics must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji Bureau of Statistics is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.