

FIJI BUREAU OF STATISTICS

JOB DESCRIPTION: Data Verifier (2025-26 HIES)

CORPORATE INFORMATION:

Position Level: [Short Term - February 2026 – April 2026]

Salary Range: \$7.50 to \$9.32 / hour (Step 1-4)

Duty Station: Regional Offices [Labasa]

Reporting Responsibilities;

- a) **Reports to:** SS (HSD), Household Survey Division
- b) **Liaises with:** Statistical Officer, Assistant Statistician, Field Statistician
- c) **Subordinates:** nil

POSITION PURPOSE:

To conduct the collection of data for the Household Income Expenditure Survey and provide quality information gathered from the Households.

KEY RESPONSIBILITIES:

- Understand and familiarize with the objectives and contents of Household Income Expenditure Survey 2025-26 questionnaire
- Ensure accurate completion of Household Diary Books and Data entry
- Assist in identifying any inconsistent information provided by respondents and take the necessary steps to have it corrected
- Verify and compile collated data from household surveys
- Assist with production of field progress report using the appropriate statistical software

KEY PERFORMANCE INDICATORS

- Effectiveness, accuracy and timeliness of information gathered.
- Effective assistance to the Statistical Officers, Assistant Statistician and the HSD team.
- Effective work within their correct allocated boundaries.
- Efficient and effective field reporting.

PERSON SPECIFICATION

A pass in the Fiji Seventh Form Examination or equivalent.

KNOWLEDGE & EXPERIENCE

- Good understanding of the localities in Fiji.
- Experience in data collection would be an added advantage.
- Basic knowledge of Tablets, smartphones, and computers.

SKILLS & ABILITIES

- Ability to develop an understanding of the Census Act and Statistics Act.
- Good written and verbal communication skills.
- Ability to maintain confidentiality.
- Ability to present to people of diverse backgrounds.
- Ability to plan and coordinate work.
- Ability to work effectively alone or within a team environment.
- Ability to carry out specific tasks in order to meet set deadlines.
- Intermediate skills using Microsoft office and other electronic device.

PERSONAL CHARACTER & ELIGIBILITY

Applicants for employment in the Fiji Bureau of Statistics must be Fijian citizens, under the age of 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.