



Fiji Bureau of Statistics

JOB DESCRIPTION: Statistician (Prices)

CORPORATE INFORMATION:

Position Level:	Salary Band G
Salary Range:	\$32,999.24 - \$41,641.91
Duty Station:	Headquarters, Modyl Plaza, Lot 1 Karsanji Street, Vatuwaqa, Suva

Reporting Responsibilities;

- a. Reports to:** Senior Statistician – Prices Unit
- b. Liaises with:** Economic Statistics Division and other divisional staff, Government Ministries & Departments and Stakeholders
- c. Subordinates:** Assistant Statisticians, Statistical Officers

POSITION PURPOSE:

The purpose of the position is to undertake activities aligned to the development of statistical frameworks, methodologies and supervise the operation/production of price index statistical analysis and its dissemination to support socio-economic policy formulation.

KEY RESPONSIBILITIES:

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

1. Supervise the operation and production of statistical analysis and its dissemination in adherence to legislated frameworks.
2. Assist in the development of Unit operational plans and budget.
3. Monitor staff to ensure individual tasks and targets are achieved for timely provision of quality statistical information.
4. Coordinate field work survey to achieve maximum response.
5. Plan, coordinate, and manage the collection, compilation, verification, and analysis of administrative data from various sources to produce high-quality statistical releases and reports that meet national and international standards.
6. Communicate and collaborate with external stakeholders to improve data sourcing, respond to internal and external data requests, and represent the department in meetings, trainings, workshops, and seminars.
7. Supervise and assess staff performance, conduct training for surveys and censuses, and support the development of new statistical methods and techniques to enhance data production efficiency and harmonization.
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. Quality and timely production and dissemination of statistical releases in alignment to international frameworks.
2. Efficient monitoring mechanisms for individual workplan within agreed timeframe, budget, unit staff and resources.
3. Ensure quality fieldwork is undertaken and accomplished with expected response rate achieved on time.
4. Timely and quality responses to requests for socio-economic statistical information.

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Official Statistics/ Economics/ Accounting/ Mathematics/ Commerce/ Business Studies (or equivalent)

or

Other relevant qualification from a recognised institution or relevant experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 4 years' experience analysing data for information purposes.
2. Knowledge of survey methodology, analysis, information gathering techniques, tools for data collection and reporting.
3. Experience managing a team of staff completing fieldwork and compiling statistics.
4. Proficient knowledge of international frameworks and classifications for statistical compilation and reporting.
5. Knowledge of conducting research and reporting findings.

SKILLS AND ABILITIES

1. Demonstrated ability to plan, monitor and report on operations and annual unit plans.
2. Demonstrated ability to supervise and monitor the quality of data analysis and statistical reporting.
3. Demonstrated high level communication, interpersonal and representational skills.
4. Proficient in utilising computer programs and other statistical analysis software to support the operations, analyses and reporting.
5. Competency in data analyses, presentation and problem-solving skills.
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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.