Fiji Bureau of Statistics

JOB DESCRIPTION: Statistical Officer (Business Register)

CORPORATE INFORMATION:

Position Level:	Salary Band E
Salary Range:	$21,121.70 - $26,653.57
Duty Station:	Headquarter, Modyl Plaza, Lot 1 Karsanji Street, Vatuwaqa, Suva

Reporting Responsibilities;

a. Reports to:	Assistant Statistician – Business Register 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, validate, update and maintain the business registration database in a standardized and statistically sound format to support the production of official statistics and evidence-based socio-economic policy decisions.

KEY RESPONSIBILITIES:

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

1. Support the updating of the Business Register database by incorporating information from multiple reliable sources.
2. Contribute to planning, coordinating, and conducting fieldwork aimed at collecting, verifying and validating business information for the register.
3. Follow-up for non-respondents, to achieve targeted response rate.
4. Assist in the processing, analysis, and verification of data from various sources to ensure accurate classification of businesses and proper assignment within statistical frameworks, while ensuring that 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. Quality and timely updating of Business Register database.
2. Fieldwork completed and information gathered on time to meet established standards.
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.

Or

Diploma in a related field with 3 years' work experience in statistical field may be considered in lieu of a Bachelors qualification. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

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.