Fiji Bureau of Statistics

JOB DESCRIPTION: Assistant Statistician (Prices)

CORPORATE INFORMATION

Position Level: Salary Band F
Salary Range: $24,989.57- $31,534.46
Duty Station: Headquarters, Modyl Plaza, Lot 1 Karsanji Street, Vatuwaqa, Suva

Reporting Responsibilities:

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

POSITION PURPOSE

The position is primarily responsible for compiling, analysing and production of price index statistics to assist in the formulation of socio-economic policies vital for national development planning and international reporting.

KEY RESPONSIBILITIES

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

1. Design and implement data gathering, verification and management tools.
2. Develop and implement databases, data collection systems, data analytics and other strategies that optimise statistical efficiency and quality.
3. Plan, conduct and monitor survey field work to achieve maximum response and quality of statistical information.
4. Complete survey data processing and analysis to produce statistical reports/releases with adherence to legislated frameworks.
5. Ensure the implementation of International Statistical Standards, guidelines, and best practices, while developing innovative techniques to address data gaps and produce relevant statistical reports.
6. Interpret data accurately and present complex statistical information in a clear, user-friendly manner to support informed decision-making.
7. Respond to statistical information requests, participate in meetings and technical committees, and assist in training staff involved in data collection and analysis 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. Survey questionnaires and survey field work are completed within the agreed timeframes and to the required standard.
2. Accurate and timely submission of monthly and quarterly releases.
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 Official Statistics/Economics/Accounting/Business Studies or similar discipline.

Or

Diploma in a related field with 4 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 3 years' work experience in data collection and analysis to produce statistical information.
2. Knowledge of survey methodology, data gathering and statistical analysis tools.
3. Knowledge of relevant national policies and statistical/census act.
4. Knowledge of techniques for planning and monitoring.

SKILLS AND ABILITIES

1. Ability to analyse and interpret data.
2. Demonstrated ability to collate and analyse statistics from administrative sources/surveys.
3. Excellent interpersonal, written and verbal communications skills.
4. Ability to work in a challenging environment and willingness to work beyond the call of duty.
5. Advanced skills using Microsoft Office or statistical software for data analysis.
6. Ability to plan work and meet deadlines.

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.