

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Assistant Statistical Officer	
<b>Band and Salary:</b>	S1 - S3	\$10,887 to \$15,447
<b>Ministry and Department:</b>	Finance and Economic Development	Central Statistics
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Government Statistician	

## **JOB PURPOSE:**

Assist the Central Statistics Division with the collection and distribution of statistical information and documentation.

## **KEY RESPONSIBILITIES:**

1. Manage the collection of economic and social statistics.
2. Manage the entry date of various data collections.
3. Assist with the overall compilation of national statistics.
4. Manage the statistical documents and information.
5. Provide clerical and support to the statistics division.

## **MAIN DUTIES AND OUTCOMES:**

- 1.1 Coordinate the collection of economic and social statistics data on Consumer Price Index, trade, Taxation, Government Finance, Births, Deaths, Crime, Immigration and Gender.
- 1.2 Develop and maintain good working relationships with data source providers including, Government departments, Public Enterprises, Non-profit organizations and Private businesses.
- 2.1 Coordinate the accurate and timely data entry of all statistical data collected in preparation for processing.
- 3.1 Provide assistance with the overall compilation of data including the editing, verification and tabulation of data collected.
- 4.1 Coordinate the printing, sorting, packing, labeling and distribution of statistical documents and other relation information and data.

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5.1 Coordinate the bookings of meeting venues, staff travel, mail, filing and correspondence to customers.

5.1 Maintain the office equipment asset register.

### **MANDATORY REQUIREMENTS:**

#### Qualification:

Successfully Completed Form 7;

Good understanding of mathematical principles such as probabilities, averages, percentages, rates/proportions/ratios and exponentials;

#### Skills and Knowledge:

Sound Excel and Word computer software skills and experience in processing data collections

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Good interpersonal and liaison skills

Sound time management skills

### **IMPORTANT NOTICE**

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*