

Government of Tuvalu – Job Description



Position Title:	Government Statistician	
Level and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Finance and Economic Development	Central Statistics Division
Location:	Funafuti	
Reports to:	Secretary of Finance and Economic Development	

JOB PURPOSE:

Central Statistics Division is recognized as the key producer of the Public service in terms of timely information (statistics) that are essential to decisions and policies. The established position ensures the compiled statistics are to readily available and publicize on time, precisely analyzed and of good quality.

KEY RESPONSIBILITIES:

1. Establish the policies of the National Statistics System (NSS)
2. Ensure the NSS has at least a 3-5 years Strategic Plan to adopt, thus responsible to it formulation and monitoring
3. Continue liaising with Technical Partners with progressive work of compiling and reporting the statistics of National Accounts, Balance of Payments and Government Finance Statistics
4. Assessing with decisions of implementing and improve the censuses and surveys conducts of the department
5. Ensure to offer assistance of the department to other agencies of the Government with the surveys undertakings whenever the department is available
6. Ensure the department being enable of producing Tier 1 statistics for effective decisions and policies practically the Government

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure the readiness and availability of socio-economic statistics and statistical bulletins are to report as according to plan that is mastering the department

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- 1.2 Ensure the key statistics needed by stakeholders of the Government especially, are collectively captured by the department and timely updated for reporting, especially the socio-economic statistics that are notably requested by certain users
- 1.3 Identify the Tier 1 statistics and manage the analysis to be on timely accessible
- 1.4 The data needs of the key stakeholders (especially the Public service) are considered important and thus recognized by the department
- 1.5 The department has satisfactory releases of targeted information for effective decision and policies
- 1.6 Ensure the censuses and surveys undertakings together with other means of collecting data are successfully implemented as premeditated
- 1.7 More update microdata is produced as outputs and markedly useful in researches or analysis needed of the Government

MANDATORY REQUIREMENTS:

Bachelor's Degree in Statistics, Official Statistics, Demographic Studies or other related fields with 5 years of working experience

OR

Master level in the mentioned areas / fields with at least 3 years of working experience

DESIRABLE REQUIREMENTS:

Very good written and oral communication skills (Tuvaluan and English), with good experience of managing data and uses of microdata.
High-level attention to detail and accuracy.
Ability to liaise with a range of stakeholders.
Sound time management skills.