

Government of Tuvalu – Job Description



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

JOB PURPOSE:

The established position ensures the information needed for statistical analysis are available on time, completely cleaned and of good quality plus a more efficient means of availing and producing timely statistics.

KEY RESPONSIBILITIES:

1. Ensure the information or data needed for analysis are available.
2. Assist with statistical analysis that are in progress.
3. Ensure the data collection phase are as scheduled and of good qualities.
4. Assist department in data collection whenever there is shortfall of staffs.

MAIN DUTIES AND OUTCOMES:

- 1.1 Supervise the data collection undertakings (by the Assistant Statistical Officers) including data quality checks.
- 1.2 Manage the collected data and communicate to the sources the gaps and ways of improving.
- 2.1 Verify, edit and clean the collected data to be readily accessible for statistical analysis phases.
- 3.1 Assist the Senior Statisticians with the statistical analysis whenever it is needed.
- 3.2 Ensure the key statistics needed by stakeholders of the Government especially, are collectively captured by the department and timely updated for reporting.
- 4.1 Assist the department with management and production of the identified Tier statistics ensuring their timely accessible by stakeholders.
- 1.5 Assist the existing system in attaining an efficient and effective means of data collection. And thus ease the responsibility required for analyzing and compiling phases of the statistics.

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MANDATORY REQUIREMENTS:

Diploma in any statistics related discipline; AND 3 years working experience in a statistic related field with a good track record of statistical analytical skills.

DESIRABLE REQUIREMENTS:

Very good written and oral communication skills (Tuvaluan and English), with good experience of managing data.

Having sufficient skills and experience in utilizing Microsoft Office Excel or data analyses.

High-level attention to detail and accuracy.

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 check list.

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.