 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

**Position Title: Principal Statistician (Price Unit)**

**Division/Section: Economic Statistics Division (ESD)**

**Salary Grade: A16, $53,817.00 pa max**

**Location: Government Building (FMFII). Level 1**

**Position Code: BS001103**

**Supervisor Code: BS001002**

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| Overview of the Bureau |

The Samoa Bureau of Statistics is the leader in providing relevant, quality statistics for the benefit of Samoa. This will be achieved through its mission to help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships.

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| Purpose of Position |

The Principal Officer is responsible for the delivering of core outputs and related services under the Economic Statistics Division such as the Household Income and Expenditure Survey (HIES), Agriculture censuses/surveys, Consumer Price Index (CPI) and similar statistics in timely manner and in accordance with the internationally recognized guidelines and classifications.

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| Key Relationships |

**Responsible to:**ACEO Economic Statistics Division

**Responsible for:**1 senior officer, 2 statistical officers, 2 statistical clerks

**Functional relationships:**Internal: Government Statistician, Management and Staff of SBS

External: Government agencies, Privates sector, International organizations and the general public

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| Key Responsibilities |

**KRA 1: Compile and disseminate monthly Consumer Price Index (CPI) report.**

* Lead the collection, verification and analysis of data for the compilation of monthly Consumer Price Index (CPI).
* Validate, edit data for completeness and consistency in comparison to other data sources or based on previous trends.
* Interpret the results and explain the key factors contributing to changes in prices for Samoa’s economy.
* Compile and disseminate the monthly CPI in a timely manner and in accordance with the calendar of release.
* Ensure CPI calculations are in accordance with the relevant manual and guidelines from time to time.
* Lead the development, maintenance and improvement of Price statistics by re-weighting the basket of goods using the recent HIES results, rebasing and chain-linking.
* Ensure that that the coding and classifications of economic activities are updated and that the compilation is in line with the latest CPI manual.
* Respond to questions or enquiries from users regarding the CPI.
* Ongoing monitoring and improving of data collection / data editing processes by reviewing the vendors, products and utilising cost-effective measures and to collect and update prices.

**KRA 2: Compile and disseminate monthly Local market report.**

* Lead the collection, verification and analysis of data for the compilation of monthly agricultural produce reports.
* Compile and disseminate the monthly local market reports in a timely manner and in accordance with the calendar of release.
* Respond to questions or enquiries from users regarding the agricultural produce market survey.
* Lead the development, maintenance and improvement of the processing of the volume index data
* Ongoing monitoring and improving of data collection / data editing processes by reviewing the vendors, markets/stalls, produce and utilising cost-effective measures and to collect and update prices & volume.

**KRA 3: Conducting the Household Income and Expenditure Survey (HIES).**

* Prepare and lead the enumeration plan to ensure the field staff implements the project according to schedule and within budget
* Financial management including the procurement of survey supplies, transport and communication.
* Acts as Headquarters (Survey Solutions) to review and approve submitted questionnaires (data submitted through the Tablet).
* Recruitment and management of field staff, including preparation of contracts and ongoing communication with field teams.
* Communication with stakeholders, including village representatives, households and general public to advocate for the survey.
* Conduct technical trainings for the survey team when needed.
* Review, modify, compile and translate the survey questionnaire.
* Assist in designing the CAPI version of the questionnaire.
* Providing regular updates to the HIES manager on the progress of the teams and enumeration.
* Tabulate tables using excel, STATA or similar statistical software when needed.
* Conduct awareness programs to promote the objectives and the usefulness of the survey.
* Assist in drafting the report.

**KRA 4: Conducting the Agriculture Census & Surveys**

* Prepare and lead the enumeration plan to ensure the field staff implements the project according to schedule and within budget.
* Financial management including the procurement of survey supplies, transport and communication.
* Acts as Headquarters (Survey Solutions) to review and approve submitted questionnaires (data submitted through the Tablet).
* Recruitment and management of field staff, including preparation of contracts and ongoing communication with field teams.
* Communication with stakeholders, including village representatives, households and general public to advocate for the survey.
* Conduct technical trainings for the survey team when needed.
* Review, modify, compile and translate the survey questionnaire.
* Assist in designing the CAPI version of the questionnaire.
* Providing regular updates to the HIES manager on the progress of the teams and enumeration.
* Tabulate tables using excel, STATA or similar statistical software when needed.
* Conduct awareness programs to promote the objectives and the usefulness of the survey.
* Assist in drafting the report.

**KRA 5: Document processes and methodologies used in the compilation of core activities**.

* Document, review and update the documentation of the processes, procedures and metadata used in the compilation of CPI, local markets and surveys / censuses conducted by the division.
* Provide systematically developed processes, methods and techniques to solve major issues or problems.

**KRA 6: Lead, Mentor and Coach**

* Prepare a work plan to guide the Price units work to reflect the key performance measures and activities pertaining to the division.
* Lead the implementation of activities within the context of defined activity plans, resources and governance arrangements, ensuring coordination with relevant stakeholders.
* Provide on-the-job training, mentoring and coaching for the ESD and survey staff.
* Provide a high standard of leadership through effective communication to ensure that the staff work efficiently and effectively to achieve set performance standards and work outputs.
* Conduct midyear and end year performance appraisals for the staff.
* Work collaboratively with other divisions within the Bureau and contribute to the managerial aspects of the Bureau as well as social activities for the benefit of staff.
* Provide intellectual leadership by putting forward new ideas into policy discussions and contribute to organizational and divisional strategic planning.
* Manage staff and activities of the ESD when deputizing in the absence of the ACEO.
* Represent the division in Management and external meetings.

**KRA 7: Build and maintain strong working relationships**

* Build and maintain strong working relationships with businesses and vendors involved in the survey of prices and volume.
* Strengthen and revitalize partnership with key producers of statistics in the private sector, Government agencies and development partners to ensure the effective flow of information and maintenance of good relations between the Bureau and its data providers/partners.
* Represent the SBS in intra-ministry work collaborations or other forums as required from time to time.

**KRA 8: Sound knowledge of Government policies, regulations and legislations.**

* Sound knowledge of Government policies and regulations like the Budgetary framework.
* Understands the Government procurement process and Samoa’s planning framework.
* Understand the Statistics Act 2015 and its application/implications.

**Job Competencies/Specifications)**

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| **MERIT** | **Job Competencies** | **Descriptors** |
| **SKILLS & ABILITIES** | 1. Advanced research and analytical skills 2. Advanced skills in Microsoft Excel, Word, PowerPoint, STATA and Survey Solution 3. Strategic thinking skills 4. Delivers / achieves results / outcomes 5. Strong leadership skills 6. Excellent oral and written communication skills, preferably in both English and Samoan (Essential) | * Must possess strong analytical skills. * Undertake detailed analysis and reporting on the economics performance using a variety of analytical tools and methodologies. * Undertake objective, critical analysis and draws conclusions or weighs up options based on evidence. * Able to design data collection instruments, collect data through cost-effective methods and organize and analyze data using appropriate statistical or qualitative analysis techniques. * Must possess advanced Microsoft office skills like excel, word, PowerPoint. STATA & Survey Solution will be an advantage. * Understand the division’s direction and set tasks that are in line with the Bureaus strategic objectives and goals. * Determined and passionate in meeting divisional goals. * Possesses a positive attitude towards change given the ever-changing environment of statistics and technology. * Explores ways to improve effectiveness by utilizing technology and implementing continuous improvement of activities. * Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations. * Time management and able to prioritize workload. * Able to set realistic goals and achieve them. * Supports a culture of achievement and ensures planned projects / targets are monitored to achieve expected outputs. * Strives for quality and ensure compliance with regulatory requirements * Able to assess progress of performance targets set out in annual plan to ensure divisional targets are met. * Assess staff performance as per KRA’s set under divisional plan. * Possess the ability to lead and manage human and operational resources towards achieving divisional and organizational goals. * Able to motivate staff and coach in areas where improvement is needed. * Possess the ability to use good judgment in decision making always keeping the credibility of the division and bureau in good rapport. * Excellent written and verbal communication skills in both English and Samoan. * Ability to analyse information and communicate results and findings to non-statisticians. * Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation. * Possess a strong understanding of key issues, use of effective delivery tacts for convincing and balanced rationale. |
| **PERSONAL ATTRIBUTES** | 1. Building and sustaining relationships 2. Ethics and values 3. Intellectual and Judgment 4. Commitment and personal drive 5. Creativity/Innovative 6. Coaching and Developing others 7. Flexibility | * Recognizes and cultivates important relationships with main stakeholders and aims to meet their data needs within reasonable time frame. * Commits to client satisfaction whether internal or external clients. * Builds and sustains relationships within the division, Bureau and across the public service. * Encourages and motivates employees through continuous learning and in-house activities to sustain morale. * Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders. * Is able to hold in high regards provisions of the Statistics Act 2015 in guarding the confidentiality of information collected and compiled. * Is a trustworthy individual and can be relied on to uphold the Bureau’s credibility. * Displays a professional manner in carrying out duties and responsibilities at all times. * Model the Samoa PS Values and Code of conduct such as honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times. * Act with integrity and have high ethical standards. * Inspire trust by treating all individuals fairly. * Exercises good judgement in decision making in developing appropriate and concrete solutions/ interventions. * Exhibits good analytical, statistical and conceptual skills and applying intellect and knowledge in identifying issues. * Identify and understand critical factors affecting the work environment and its impact on the division. * Is willing to go the extra mile to ensure success in all aspects of the divisional goals and projects. * Self-driven and results oriented to achieve divisional and organizational goals. * Developing innovative ideas/ methods on how to improve the quality of data collected from time to time. * Motivate and encourage staff to formulate new ideas to improve on the collection and compilation of economic statistics. * Actively seek to improve others’ skills and talents by providing constructive feedback, coaching and training opportunities. * Effectively empower others by investing them with the authority and latitude to accomplish tasks effectively. * Appropriately delegate responsibilities to further the development of others. * Adaptable and receptive to new ideas and not bound by old ways of doing things. * Respond and adjust easily to changing work demands and circumstances. |
| **EXPERIENCE & PASTWORK PERFORMANCE** | At least three (5) years relevant working experience | * Relevant experience in the collection, production, development, analysis and dissemination of economic statistics as well as processes and statistical methodologies used. * Extensive knowledge and understanding of the guidelines and classifications such as the CPI Manual, COICOP, CPC, ISIC etc * Understanding the legislations governing works of the Samoa Bureau of Statistics and relevant policies and procedures guiding work operations. |
| **QUALIFICATIONS** | Bachelor degree in Economics or related and relevant field of study/ discipline. | * Minimum of an undergraduate degree or Bachelors in Economics, Official Statistics or related field of study / discipline. |