 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

***PositionTitle: Statistical Research Officer GDP Production***

***Division: Finance Statistics Division***

***Salary Grade: A10, $25,006.00 p.a.***

***Position Code: BS001008***

***Supervisor Code: BS001085***

***Location: Gov’t Bldg, Level 2***

**Overview of Ministry**

The Samoa Bureau of Statistics operates is the *leader in providing relevant, quality statistics for the benefit of Samoa.* This will be achieved through its mission which is 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.*

To provide the information needed to support sector development plans and related socioeconomic policy objectives including SDG’s, poverty and environment issues.

**Purpose of Position**

The Research Officer assists in the delivery of divisional core outputs and related services under the Finance Statistics Division in the National Accounts unit ensuring that the Gross Domestic Product (Production) and all other macro-economic statistics measures are compiled and disseminated on a timely basis and in accordance with internationally recognized guidelines and classifications.

**Key Relationships**

Responsible to: Principal Statistician – National Account Unit

Responsible for: Nil

Functional relationships:

Internal: Government Statistician, Management and staff

External: PSC and MOF, SBS stakeholders

**Key Duties**

Compilation of Quarterly GDP Production

* Request, collect, verify, compile and analyze data in comparison to other data sources ensuring its reliability and consistency.
* Research and analyze individual industrial trends of various components of GDP from time to time.
* Make sure GDP calculations are correct and in accordance with the latest developments in the System of National Account (SNA 2008) and other relevant guidelines.
* Write GDP reports on a quarterly basis to be published and disseminated less than 90 days after the period under review.

**Compilation of Employment Report**

* Request, collect, record and analyse formal employment data from stakeholder on a quarterly basis.
* Liaise with data provider regarding inconsistencies and data gaps evident through analysis.
* Draft Employment Report on a quarterly basis.

**Development of Suppy Use Tables**

* Request needed data for development of Supply Use Tables.
* Engage in virtual discussions and balancing exercises to enhance versatility of SUTs in its development phase.
* Document processes and methologies used for the establishment of Supply Use Tables.

**Assist in surveys and censuses**

* Assist in updating Business Register.
* Undertake roles in Censuses and Surveys conducted by the Bureau such as Household Income and Expenditure Survey (HIES) Population Housing Census etc.

**Compliance with Statistical data and Metadata exchange**

* Ensure the timely conversion and upload of all statistical data and metadata exchange (sdmx) files such as National Accounts and Labour Market for IMF purposes.
* Liaise with other institutions such as CBS to ensure that required data are submitted on a timely basis every month to ensure timeliness is met.

**Procurement**

* Assist with the procurement of goods for the division.
* Obtain quotes prepare relevant supporting documents following due process as set out by the Bureau of Statistics.
* Keep records of all goods procured in a filing system.

**Job Competencies/ Selection Criteria**

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| **MERIT FACTORS** | **JOB COMPETENCY** | **DESCRIPTOR** |
| **SKILLS AND ABILITIES** | **1.Strategic Thinking** | Understand the division’s direction and set tasks that are in line with the Bureau’s strategic objectives and goals |
| Determined and passionate in meeting division goals. |
| Possesses a positive attitude towards change given the ever-changing environment of statistics and technology |
| Posesses strong orgsanizational and time management skills, understands parameters and procedures required in all data collection processes conducted within the Bureau. |
| **2.Analytical and problem-solving** | Must possess strong analytical skills |
|  | Undertake detailed analysis and reporting on the economics performance using variety of analytical tools and methodologies. |
| **3.Communication and Presentation skills** | Excellent communication skills (both verbal written) and have the ability to communication 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 tactics for convincing and balanced rationale. |
| **4.Microsoft office skills** | Must possess advances Microsoft office skills like excel, word etc… |
| **PERSONAL ATTRIBUTES** | **1.Commitment and Personal Drive** | Is willing to go the extra mile to ensure success in all aspect of the divisional goals and projects. |
|  | Self-driven and results oriented to achieve divisional and organizational goals. |
| **2. Integrity** | Is able to hold in high regards provisions of the Statistics Act 2015 in guarding the confidentiality of information collected. |
|  | Displays a professional manner in carrying out duties and responsibilities at all times. |
| Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times. |
| Is a Trustworthy individual and can be relied on to uphold the Bureau’s credibility. |
| **3.Intellectual and Judgement** | Exhibits good analytical statistical and conceptual skills and applying intellect and knowledge and identifying issues. |
|  | Identify and understand critical factors affecting the work environment and its impact on the division |
| **EXPERIENCE AND PAST PERFORMANCE** | **At least two (2) years relevant working experience** | Relevant experience in economic statistics in the compilation of economic statistics with advanced skills in excel and access. |
| **QUALIFICATIONS**  **(Academic / Training)** | **Bachelor degree in Economics or related and relevant field of study/discipline** |  |