 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

PositionTitle: Statistical Officer

Division: Social Statistics Division

Salary Grade: A7 $17,412.00 p.a.

Position Code: BS001117

Supervisor Code: BS001064

Location: Gov’t Bldg, Level 1

Date approved: 07th June 2023

**Overview of Ministry**

The Samoa Bureau of Statistics operates as an efficient statistical system that provides trusted and valued statistics to inform policy and decision making for the benefit of Samoa. This will be achieved through its mission which is to create a comprehensive statistical system through an integrated statistical process and effective partnership, that delivers quality, reliable and timely statistics that are fit for purpose.

**Purpose of Position**

To provide technical and administrative support to Senior Officers in matters pertaining to Social Statistics.

**Key Relationships**

Responsible to: Senior Statistician - Migration

Responsible for: Nil

Functional relationships:

Internal: 8 divisions

External: CBS, MOR, MPMC (Immigration Division), MAF (Quarantine Division), STA

**Key Duties**

Compilation of Monthly, Quaterly & Annual Migration Reports

* Entering of both arrival and departure cards using Excel
* Searching of incomplete information on Migration Card using Border Management System

**Tabulation of Monthly, Quarterly and Annual Migration Statistics**

* Monthly tabulation of migration statistics using CSPRo from time to time.
* Editing of migration statistical data using CSPRO to remove any data discrepancies.
* Assist the Senior Statistician in the formulation and production of monthly, quarterly and annual migration tables.

**Assist in Conducting Surveys and Censuses conducted by the Bureau and the Division**

* Participate actively in various surveys and censuses conducted by the Bureau from time to time
* Participate actively in survey conducted by the Division from time to time
* Partake in in-house editing of survey questionnaires
* Carry out statistical investigations in certain Government Ministries for social statistical data needs.

**Compilation of Monthly Pension Data**

* **Extract pension from the BMS (Border Management System) on a monthly basis**

**Job Competencies/ Selection Criteria**

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| **MERIT FACTORS** | **JOB COMPETENCY** | **DESCRIPTOR** |
| SKILLS AND ABILITIES | 1. Communication / Presentation Skills 2. Computing Skills 3. Public Relations | * Must be able to write and converse in both Samoan and English * Asks questions to ensure understanding for personal development and to achieve divisional outputs * Have excellent basic skills in computer programs namely Microsoft word, excel and power point. * Establish, built and maintain positive work relationships with colleagues and Stakeholders. * Treat clients with respect and courtesy to foster positive work relationships. |
| PERSONAL ATTRIBUTES | 1. Commitment and Personal Drive   1. Integrity   3. Team Work | * Shows ability to work in team and sharing knowledge and accepts responsibilities. * Self-driven and work committed to achieve common purposes. * Be responsible for own development through on the job training * Seeks feedback, both negative and positive, on own performance * Acknowledges own mistakes for self-development * Collect and compile statistical information in a timely and helpful manner * Work and act in 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 * Must be a trustworthy individual * Establish, built and maintain positive work relationships with colleagues. * Contributes to creating a motivating work environment * Treat others with respect and courtesy. |
| EXPERIENCE AND PAST PERFORMANCE | Basic experience in data entry using CSPRO | Good understanding and knowledge on how to enter data using CSPRO |
| QUALIFICATIONS (Academic/ Training) | Minimum, Diploma or specialised training in Official Statistics | English and Mathematics/ Economics or related field OR Official Statistics. |