



# SAMOA BUREAU OF STATISTICS

## JOB DESCRIPTION

Position Title: Statistical Clerk  
Division: Social Statistics Division  
Salary Grade: A3, \$7,307 p.a.  
Position Code: BS001067  
Supervisor Code: BS001006  
Location: Gov't Bldg, Level 1

### Overview of Ministry

The Samoa Bureau of Statistics operates as 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 Statistical Clerk entails the sorting and entering of migration cards (both arrival and departure cards) for the compilation of migration statistics.

### Key Relationships

Responsible to: Principal Statistician - Migration

Responsible for: Nil

Functional relationships:

Internal: 6 divisions

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

### Key Duties

#### Data Compilation

- Manual sorting both arrival and departure cards
- Entering of both arrival and departure cards using Excel.
- Monthly tabulation of migration statistics.

#### Data Compilation /Operational Plan

- Monthly tabulation of migration statistics.

- Must be a team player through effective communication in order to achieve work outputs.
- Participate actively in various surveys and census conducted by the division and bureau from time to time.

### **Job Competencies/ Selection Criteria**

MERIT FACTORS	JOB COMPETENCY	DESCRIPTOR
<b>SKILLS AND ABILITIES</b>	1. Communication  2. Computing Skills  3. Public Relation	<ul style="list-style-type: none"> <li>• Must be able to write and converse in both Samoan and English</li> <li>• Asks questions to ensure understanding for personal development and to achieve divisional outputs</li> <li>• Asks colleagues for their opinions and feedback on any divisional issues</li> <li>• Have good basic skills in computer programs namely Microsoft word, excel and power point.</li> <li>• Establish, built and maintain positive work relationships with colleagues and Stakeholders. Treat others with respect and courtesy.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	1. Commitment and Personal Drive  2. Integrity  3. Creativity  4. Reliability	<ul style="list-style-type: none"> <li>• Shows ability to work in team and sharing knowledge and accepts responsibilities.</li> <li>• Self-driven and work committed to achieve common purposes.</li> <li>• Collect and compile statistical information in a timely and helpful manner</li> <li>• Work and act in a professional manner in carrying out duties and responsibilities at all times</li> <li>• Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times</li> <li>• Must be a trustworthy individual</li> <li>• Be responsible for own development through on the job training</li> <li>• Seeks feedback, both negative and positive, on own performance</li> <li>• Acknowledges own mistakes for self-development</li> <li>• Punctual, honesty and adheres to confidentiality of collected statistical information's</li> <li>• Be dependent upon to work unsupervised to produce divisional outputs</li> </ul>

<b>EXPERIENCE AND PAST PERFORMANCE</b>	Experience in Data Entry	Good understanding and knowledge about how to enter data
<b>QUALIFICATIONS (Academic/ Training)</b>	Minimum, PSSC pass (grade 5 or better)	English and Mathematics/ Economics or related field