

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: STATISTICAL OFFICER

JOB CODE: T1229

DATE REVISED: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: STATISTICIAN, RESEARCH OFFICER OR PLANNER

RECEIVES FUNCTIONAL DIRECTIONS FROM:

SUPERVISION GIVEN TO:

DIRECTLY:

INDIRECTLY:

LIAISES WITH:

INTERNALLY:

EXTERNALLY:

PURPOSE: To assist in the preparation of statistics related to the work of the organisation to aid decision making within a defined area of responsibility.

KEY OUTPUTS:

- Statistical tables, graphs, charts, averages, index numbers and draft reports.

DUTIES AND RESPONSIBILITIES:

- Under a Statistician, Research Officer or Planner, the incumbent:
- Collects, checks, compiles, analyses, abstracts and publishes statistical data periodically.
- Prepares tables, graphs and charts from the data received.
- Compiles averages and index numbers.
- Integrates statistical data and prepares draft reports.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Associateship of the Institute of Statistics Intermediate Examination.

OR
- Registered Statistical Assistant Examination of the Institute of Statistics.

OR
- Three (3) subjects including Mathematics, Statistics, or Accounts at the G.C.E. 'O'Level or C.X.C. (General - Grades I to III/Basic - Grade I) PLUS a minimum of four (4) years experience in a statistical office.

OR
- Statistical Clerks with a minimum of six (6) years satisfactory statistical experience.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- There is little scope for decision making. Could assist in resolving statistical problems, problems in connection with data collection and preparation and in the conduct of surveys to obtain certain statistics, as they arise.

- The impact on results as a result of incorrect graphs, charts, tables, etc. is considerable. The consequences of errors could be great in terms of monetary cost or loss of goodwill.

RESOURCE MANAGEMENT:

- Nil.
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COMMUNICATIONS: Routine communication with senior and junior statistical staff and other colleagues in the ministry. Also with those officers and persons from whom returns and raw data are received.

WORKING CONDITIONS: Office conditions, except that the incumbent would need to be outdoors for part of the day to a few days when statistical surveys are carried out or when visits are made to those who submit returns and raw data to the Statistical Section.

THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:

INCUMBENT:

SIGNATURE _____ NAME _____ DATE _____

SUPERVISOR:

SIGNATURE _____ NAME _____ DATE _____

CERTIFIED CORRECT:

SIGNATURE _____ NAME _____ DATE _____

APPROVED:

SIGNATURE _____ NAME _____ DATE _____

COUNTERSIGNED:

SIGNATURE _____ NAME _____ DATE _____