

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: STATISTICIAN

JOB CODE: T1230

DATE REVISED: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: SENIOR STATISTICIAN

RECEIVES FUNCTIONAL DIRECTIONS FROM:

SUPERVISION GIVEN TO:

DIRECTLY:

INDIRECTLY:

LIAISES WITH:

INTERNALLY:

EXTERNALLY:

PURPOSE: To ensure that the central and regional statistical officers collect and process basic health data.

KEY OUTPUTS:

- Efficient supervision of statistical officers.
- Accurate statistical information on health related matters.
- Trained health workers in health statistics.

DUTIES AND RESPONSIBILITIES:

- Supervise directly the central statistical officers and indirectly the regional statistical officers.
- Analyse health statistics at the various levels of the health care delivery system.
- Execute health related sample surveys.
- Assist in the evaluation of health programmes.
- Coordinate the activities of the Statistical and Medical Records Section of health facilities at the levels of the health care delivery system.
- Train statistical and medical records clerks, Medex and other para-medical staff on the techniques of data collection, the calculation of various and ratios and in the use of statistical information for planning and decision making purposes.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Bachelor's Degree in Economics with Statistics as a subject from a recognised University, or the final examination of the Institute of Statisticians, or a Bachelor's Degree in Mathematics, Statistics, Social Sciences with Demography as a subject from a recognised University, or a Bachelor's Degree in Geography with Statistics and Demography as a subject from a recognised University. Some knowledge of Bio-statistics is required.

OR

- A recognised Diploma in Statistics with additional formal training in health statistics and relevant subject areas PLUS at least four (4) years relevant experience in a Statistical Office, preferably in a health statistics department, at least two (2) years of which should be at a supervisory level.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent is required to make on the spot decisions in relation to the collection of data at times. The job entails the holder to use his/her initiative and resourcefulness to solve problems that will arise in the execution of his/her duties. Impact can be measured by the ability to supervise and coordinate the work of the statistical officers and provide accurate and timely health information.

RESOURCE MANAGEMENT:

- The incumbent has responsibility for the Statistical Officer and Statistical Clerks, computer and other less complex type of office equipment.

COMMUNICATIONS: The incumbent communicates regularly with the Senior Statistician, Health Planner and other senior officers of the Ministry and the Regional Administration.

WORKING CONDITIONS: Work is generally confined to an office. However, the incumbent is required to make visits to health facilities in the Regions on a periodic basis.

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 _____