

POSITION VACANT

Applications are invited for the post of STATISTICIAN IV, Surveys Division

Working under the supervision of the Director of Surveys, the Statistician IV is responsible for high quality research important to developing and managing projects which fall under the auspices of the Division. These projects can cover a wide range of specialist subject areas. The incumbent is responsible for obtaining data in a timely manner to be used in the compilation of reports, bulletins and programmes. The incumbent must ensure that proper statistical methods, techniques and standards are applied to each process.

Qualifications Required

- First degree in Economics, Mathematics, Statistics, Sociology or a related discipline
- Supervisory Management training
- Project Management training

Requisite Skills

- Knowledge of statistics and survey design and sampling techniques
- Good IT skills and familiarity with Windows based software
- Competency in the use of a statistical software package e.g. SPSS, SAS
- Knowledge of the operation of the country's economic environment
- Strong analytical and problem solving skills
- Good oral and written communication skills
- Excellent organizational and time management skills
- Ability to work in a team environment and to interface with all levels of staff in the organization

Duties Will Include:

- Responsibility for preparing the Unit's operational plan, being guided by STATIN's strategic plan and the Division's budget as well as the timelines to achieve targets.
- Analyzing, interpreting and summarizing data generated by the Unit.
- Liaising with Ministries of Government and other departments and agencies to ensure that administrative data sets to be used in the national statistical system are prepared in accordance to national and international statistical standards
- Advising the Director on appropriate work programmes and projects based on current and future requirements.
- Assisting in the timely delivery of all projects, reports and programmes which fall under the Unit.
- Conducting discussions and interfacing with internal and external clients.
- Keeping abreast of all new developments, both in methodology and technology, which would enhance the efficiency of the programme and with approval, incorporate these developments into the system.
- Ensuring that the output of the Unit is in line with international standards and practices, and the United Nations concepts and definitions are upheld.
- Responsibility for project management, including coordinating and administering all the various activities involved in assigned surveys.
- Being the subject matter specialist and in so doing provide guidance in the development of questionnaires and the preparation of instruction manuals and tables.
- Identifying any weaknesses in methods, techniques and data and take the necessary corrective measures.
- Making recommendations on the technical quality and adherence to standards applied to the output of the Unit. Where no national standards exist, developing such standards in conformance with recognized statistical techniques.
- Being responsible for the production and revision of monthly and/or other reports on programmes and projects related to subject areas of the Unit.
- Leading the Unit in the achievement of divisional goals.
- Providing specific training for Statisticians and other personnel assigned to the Unit. This will include providing training for Field Employees as well as representatives of other Statistical Offices within the Region in matters related to the Unit's assigned subject area.
- Performing any other related function as assigned by the Director of Surveys.

Experience

A minimum of five (5) years experience in the field of Statistics, two (2) of which must be at a senior level.

Applications along with resumes should be submitted by Thursday August 5, 2010 to:

The Human Resource Manager
Corporate Services Division
7 Cecelio Avenue
Kingston 10. or h-r@statinja.com



Statistical Institute of Jamaica

N. B. Only short-listed candidates will be contacted