**SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

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| **POSITION TITLE**: | Research Officer – GDP Production |
| **DIVISION:** | National Account and Finance Statistics Division |
| **MINISTRY**: | Samoa Bureau of Statistics |
| **SALARY GRADE**: | A10, $27,559.00 |
| **POSITION CODE**: | BS001008 |
| **LOCATION:** | Government Building, Level 2. |
| **RESPONSIBLE TO:** | Principal Statistician- National Accounts |

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| **Overview of the Ministry:** |
| ***Vision: “An efficient statistical system that provides trusted and valued statistics to inform policy and decision making for the benefit of Samoa”***  ***Mission: “To create a comprehensive statistical system through an integrated statistical process and effective partnerships, that delivers quality, reliable and timely statistics that are fit for purpose”*** |
| **Purpose of the position:** |
| The Research Officer is responsible for collecting data from government agencies and the private sector for the compilation of GDP P estimates. Verifying the data and updating the different worksheets, conducting research and analysis on the data as well as the overall economic performance and drafting GDP reports on a quarterly basis before disseminating to the public. |
| **Key relationships:** |
| **Responsible to:** Principal Statistician – National Accounts Unit  **Responsible for:** None  **Functional relationships:** Internal – 6 divisions, Minister, Associate Minister  External – CBS, MOF, PSC, SBS stakeholders |

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| **Key Areas of Responsibility** | **Deliverables / Performance Expectations** |
| Data collection, entry and verification | * Collect administrative data from government agencies and the private sector on a monthly and quarterly basis (e.g) employment numbers, VAGST data etc. * Verify all administrative data collected, ensuring reliability and consistency with other published data * Enter data into the various spreadsheets on a timely manner and produce the final results * Compile the production index from the data collected from the selected manufacturers * Compile employment statistics on a quarterly basis. |
| Research, analysis and report writing | * Conduct research and analysis on the trend of the various industry performances from time to time * Drafting GDP reports based on the overall economic performance and individual industry performances on a quarterly basis * Drafting employment reports on a quarterly basis |
| Conducting Surveys | * Take part in large scale surveys conducted by the Bureau, like the Business Activity Survey, Household Income and Expenditure survey, Agriculture Census and Population Census etc |
| Sector Statistics | * Providing support in compiling sector statistics to monitor the performance of the sectors such as the Trade Commerce and Manufacturing Sector, Tourism Sector etc |
| Infrastructural and Business Development Inspection | * Take part in the monthly and quarterly site visits in Upolu and Savaii and take note of the major infrastructural and business developments around the country |
| Administrative | * Providing support in the procurement of goods needed by the Division (i.e) obtain quotes, prepare relevant documents, obtain orders from suppliers etc. * Perform other duties associated with the achievement of the core function of the division as required from time to time |

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| **MERIT** | **Job Competencies** | **Descriptors** |
| **SKILLS DN ABILITIES** | Communication | * Communicates clearly in English and Samoan both written and verbal * Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation * Understands key issues, and being able to apply and convey judgement for a convincing and balanced rationale |
| Computing Skills | * Have excellent basic skills in computer programs namely Microsoft word, excel and power point. |
| Building relationships | * Understands, facilitates and commits to effective service delivery * Supports and sustains relationships within the organization and across public service as well as the private sector * Supports team work and building relationships through knowledge sharing, discussions and ideas with team members to maintain morale |
|  | Achieve and delivers results | * Understands and appreciates the organization’s direction, through the implementation of set work tasks towards the achievement of corporate objectives. * Demonstrate enthusiasm and passion in work tasks to motivate others in the timely delivery of work results. |
|  | Problem Solving | * Demonstrates an open-minded attitude when assessing a wide range of issues and impacts within the defined context |

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| **PERSONAL ATTRICBUTES** | Commitment and Personal Drive | * Work effortlessly in any circumstances * Committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every time * Work together to achieve a common purpose |
| Integrity | * Acts with integrity at all times * Demonstrates precision in work operations and being able to explain own actions * Role model professionalism, and objectivity in approach to sensitive matters * Presents only authorized information where needed |
| SPS Values | * Familiar with the Code of Conduct * Models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. |

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| **EXPERIENCE & PAST WORK PERFORMANCE** | At least two years of relevant years of experience | * Experience and knowledge in relevant area or as per job requirement |
| **QUALIFICATIONS** | Minimum Qualification of a Bachelor’s Degree or equivalent | * Degree in economics or related fields of study from a recognized institution |