**SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

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| **POSITION TITLE**: | Senior Registry Officer - Savaii |
| **DIVISION:** | Births, Deaths and Marriages Division |
| **MINISTRY**: | Samoa Bureau of Statistics |
| **SALARY GRADE**: | A12, $34,439.00 |
| **POSITION CODE**: | BS001074 |
| **LOCATION:** | DBS Bldg. Ground Floor |
| **RESPONSIBLE TO:** | Deputy Registrar - Savaii |

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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 Senior Registry Officer assesses and monitors performances of Registry Officers for all Births, Deaths and Marriages registrations in accordance with all requirements stipulated under the BDM Act 2002 |
| **Key relationships:** |
| **Responsible to:** Deputy Registrar for BDM Office - Upolu  **Responsible for:** None  **Functional relationships:** Internal – 6 divisions, Minister, Associate Minister  External – General Public Overseas visitors, Corporate and Line Ministries |

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| **Key Areas of Responsibility** | **Deliverables / Performance Expectations** |
| Proper and Reliable Registration of Births | * Receive and record notifications for births * Check B10 forms for notification and assess forms are accurately completed by the informant * Record correct information on the system. * Take reasonable precautions to ensure the book and the information are kept secure and maintained in good condition * To assess and monitor the registration of all births, deaths and marriages of the Savaii Office. |
| Proper and Reliable Registration of Births | * Receive death notifications from the informant and assess all the information and supporting documents required for registration. * Properly record all information in the registry book and on the CRVS system * Lead and conduct both computerize and manual search for all required documents of deaths. * Conduct and perform all births, deaths and marriages registrations in data entries and ensure their compliance in in line with the Act. |
| Public Relation | * Advise the Deputy Registrar – Savaii of any loop holes in the system that hinder the integrity of information. * Communication clearly and concisely in oral communications in solving customer problems and enquiries |
| Other Duties | * Assist Deputy Registrar for preparation of Performance Plan, Mid-Year Review and Performance Appraisal. * Assist Deputy Registrar for identifying priority budgetary requirement of the Division. |

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| **MERIT** | **Job Competencies** | **Descriptors** |
| **SKILLS DN ABILITIES** | Communication public relations skills  Customer Service skills | * Bing able to meet and greet customers with respect and courtesy * Communicates clearly in written and verbal * Conveys and reports basic information on operational requirements and related issues * Being able to apply logic to support and solve common issues in relation to assigned task. * Able to initiate official communication between BDM and other Key Stakeholders on CRVS related matters in the absence of the Registrar and the Deputy Registrar |
| Basic problem-solving skills | * Demonstrate basic problem-solving techniques and common-sense approach in problematic matters * Understands and explain in a logical manner actions taken when dealing with a common problem * Understand operational tasks and being able to resolve on the spot basic issues on operations or administration |
| Computing skills | * Knowledge of CRVS system * Must have comprehensive knowledge of Microsoft Excel, Word, Access and Power point. |
|  | Analytical Skills | * Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented evidence. * Able to provide strategic advice on ways to improve registration |

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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 others. * Must be able to work unsupervised. |
| Integrity | * Act with integrity at all times * Demonstrate transparency in work operations and being able to explain own actions. * Present and discloses authorized information where needed. |
| SPS Values | * Familiar with the Code of Conduct * Role Models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness |

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| **EXPERIENCE & PAST WORK PERFORMANCE** | At least three years relevant working experience | * Specialized training in registration with minimum of three years working experience. * Working knowledge of legislations governing operations of the Bureau in particular the BDM Act 2002 or ability to acquire the same within a limited timeframe. |
| **QUALIFICATIONS** | Bachelor Degree | * Bachelor degree in Population studies or Demography, Management, Business Administration or relevant discipline |