

JOB DESCRIPTION

POSITION TITLE:	Specialist Systems Developer and Analyst
DIVISION:	ICT & Data Processing Division
MINISTRY:	Samoa Bureau of Statistics (SBS)
SALARY GRADE:	A18 - \$74,335 pa
POSITION CODE:	BSP22000
LOCATION:	Government Building, Level 1.
RESPONSIBLE TO:	ACEO – ICT and Data Processing
Overview of the Ministry:	
<p>Vision: “An efficient statistical system that provides trusted and valued statistics to inform policy and decision making for the benefit of Samoa”</p> <p>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”</p>	
Purpose of the position:	
<p>The role – Specialist Systems Developer and Analyst will play a pivotal role in facilitating the smooth transition of employees through technological changes and ensuring successful adoption of technology implemented within SBS.</p> <ul style="list-style-type: none"> Assess the current design for suitability, develop new and enhanced functionality for the interactive ICT platform, and create features that complement statistical systems and survey services on existing platforms, administer statistical and information systems, and deliver technical solutions. Provide advice, support, and training for all SBS Divisions' data management initiatives and operations. 	
Key relationships:	
<p>Responsible to: ACEO – ICT and Data Processing</p> <p>Responsible for: Senior Statistical Data Analyst, Data Management Administrative Officer and Information System Officer.</p> <p>Functional relationships: Internal – Staff of SBS External – Line Ministries and Central Agencies such as PSC and MOF.</p>	

Key Areas of Responsibility	Deliverables / Performance Expectations
Designing and Supporting Statistics Data repositories and applications.	<ul style="list-style-type: none"> Review, design, develop and support Information and Statistical System data portals and systems to align with office Vision. Lead the development and workflow for survey designs using software such as Survey Solution, CS Pro, STATA, and other relevant statistical tools. Work with the division to analyze requirements for statistical and survey systems, ICT-related data/information

	<p>management, applications of ICT in data processing, and ICT services, and translate these into practical technical solutions.</p> <ul style="list-style-type: none"> • Develop, manage and test Systems and security plans for Inform information systems and databases. • Develop applications for ease of use and extended reach of Statistics information. • Maintained and Review all Information and Communication Technology (ICT) devices such as Laptops, Tablets and others used for the Survey are well-maintained and compatible with the latest technology. • Develop and implement comprehensive change management strategies to support the adoption of new and existing ICT systems and technologies • Oversee the ICT team in leveraging technology for survey systems and resolving IT-related concerns.
Data Handling, Management and Integration.	<ul style="list-style-type: none"> • Assist with the National ID System and CRVS by providing technical support and ensuring seamless integration with statistical systems. • Developed a data eLibrary/Portal to facilitate the advanced dissemination of publications and tables. • Developed and maintained office Asset Management System and Intranet to enhance office communications. • Lead the implementation of data entry protocols, verification processes, consistency checks, and control measures to ensure data accuracy and integrity. • Provide technical advice and solutions to all divisions regarding data storage and usage for reporting, including national communications. • Ensure comprehensive documentation of survey systems and provide staff training on system usage and related matters. • Ensure that statistics publications and related data are accessible through the Data Portal and office website.
Information systems, Databases management and Administration	<ul style="list-style-type: none"> • Administer Data Portal information systems, CRVS, NID systems and databases (portals, reporting tools, data visualization and websites). • Conduct impact assessments to understand implications of ICT changes on various divisions and develop strategies to increase change adoption. • Schedule, plan and manage the installation, refinement, and testing of products and improvements to Office Systems tools and processes. • Identify and evaluate new office developments in data portals and reporting tools and provide recommendations to the Management. • Work with Networking and Website Unit to ensure statistics data and related data tools are integrated across the organization and maintenance of the system is streamlined and simplified.

<p>SBS Projects and Staff Support</p>	<ul style="list-style-type: none"> • Lead initiatives to innovate and improve data processing methods, tools, and systems. • Review database management system manuals to refine procedures for database modifications and ensure the establishment and maintenance of comprehensive database systems documentation. • Design and deliver capacity building activities (in person, self-paced or virtual) to enhance in-office data management and reporting of capacity tailored to different levels of the organization, including executives, managers, and end-users. • Provide technical support for survey projects by overseeing hosting services and system installations. • Lead training sessions on all developed data processing systems. • Prepare and produce technical output reports and deliverables for all SBS activities. • Assist in providing secretariat support for programme-related meetings and workshops.
<p>Performance Management and capacity building</p>	<ul style="list-style-type: none"> • Act as a liaison between various Ministries and Donors, end-users and vendors to ensure alignment of learning goals and objectives for training materials designed and developed. • Provide a high standard of leadership through effective communication to ensure that the staff work efficiently and effectively to achieve set performance standards and work outputs. • Provide hands-on support and coaching to employees to empower learners to effectively use new and existing ICT tools and systems. • Conduct midyear and end year performance appraisals for the staff. • Work collaboratively with other divisions within the Bureau and contribute to the managerial aspects of the Finance Statistics Division, the Bureau as well as social activities for the benefit of staff. • Monitor and evaluate the effectiveness of change management initiatives, adjusting strategies as needed to ensure successful adoption. • Lead and manage the divisional activities in the absence of the ACEO. • Ensure adherence to any change management implementations to all SBS new developments, surveys and projects.

MERIT	Job Competencies	Descriptors
SKILLS ADN ABILITIES	Computer Systems and Data Analysts	<ul style="list-style-type: none"> • Technical knowledge in data analysis tools such as Excel, SQL, and survey applications like STATA, Survey Solution, and CS Pro. • Proficiency in utilizing data visualization software packages such as Locker Studio, Tableau and Microsoft Power BI to create insightful and visually appealing representations of data. • Advanced Technical Skills in Spreadsheets. • Advanced knowledge of Windows installation, Linux setup, and configurations. • Technical Knowledge on CMS set up and web hosting for Web Development and maintenance.
	Programming Database Management and Integration.	<ul style="list-style-type: none"> • Highly recommended: Knowledge of programming languages such as; <ul style="list-style-type: none"> • Java • C++ • Visual Basic • My SQL • PHP • Highly recommended: Knowledge of Statistical Tools such as; <ul style="list-style-type: none"> • Survey Solution • Stata • CS Pro • R Studio • Knowledge web programming HTML/XML • Knowledge of digital data management. • Skills in configurations of Apache2 using Linux. • Knowledge of data extraction, transformation and loading.
	Critical and analytical thinking/problem	<ul style="list-style-type: none"> • Capable of troubleshooting survey questionnaire logic problems and responding to any technical issues. • Work systematically and coherently to resolve a problem in a timely and professional manner. • Proactive thinker with the ability to identify foundation causes and anticipate unexpected results.

	Planning Communication and Teamwork	<ul style="list-style-type: none"> Coordinates ideas, and resources to achieve goals. Motivate, Build, and maintain relationships with team members Good presentation and delivery skills Communicate clearly in English and Samoan.
PERSONAL ATTRIBUTES	Commitment and Personal Drive	<ul style="list-style-type: none"> Supports the strategic direction of the Division and SBS. Work collaboratively and commit to the team to completing every task and work hard for the extra mile without any supervision. Adopts a positive attitude towards work and team members. Adores the job and understands the impact on the ministry. Sector and national goals.
	Values and Ethics	<ul style="list-style-type: none"> Earns others' trust and respect through consistent honesty and professionalism Accountable for own actions and decisions Honest and transparent in decisions and recommendations
	Initiative and creativity	<ul style="list-style-type: none"> Plan work and carry out tasks without detailed instructions Prepare for problems and opportunities in advance. Respond to situations as they arise with minimal supervision
EXPERIENCE & PAST WORK PERFORMANCE	<ul style="list-style-type: none"> Minimum of 8 years' experience in organizational change management role. At least 5 years in design and development of Information Systems using CMS and frameworks. 	<ul style="list-style-type: none"> Applications development and information systems administration/management. Experience in developing content using frameworks like <i>Laravel, Svelte, React</i> or any preferred. Experience in developing content for Online Content Management Systems (CMS) like <i>WordPress, Joomla, Moodle and Drupal</i>. Knowledge of Samoa Statistics Strategy and legislations.
QUALIFICATIONS	A Bachelor degree in Computer Science, Technology/Data Management/Informatics OR equivalent vocational certificates (<i>Relevant IT professional certifications in Cisco, Microsoft certifications/CCNA or online courses and training provided</i>) AND work experience that is relevant and recent.	