



Bureau of Statistics

Demography, Social and Vital Statistics Department

Vacancies exist at the Bureau of Statistics for the position of

Two (2) Statisticians

in the Demography, Social and Vital Statistics Department:-

Job Description and specification:

The incumbents will be responsible for the collection, compilation, measurement, analysis, interpretation, estimation and dissemination of quantitative data in the subject matter of demography, social and vital statistics. This entails the design and management of the data collection process as well as quality assessment prior to the estimation, analysis and presentation of statistics.

Qualities:

- Proactive mind set
- Persistent and diligent in the execution of duties
- Ability to prioritize, manage time and cope well under demanding circumstances
- Ability to work with minimal supervision and as part of a team.

Skills Requirements:

- Written and oral communication skills
- Analytical skills
- Problem-solving skills
- The ability to communicate results and findings to persons without statistical background
- Mathematical ability and computer literacy with proficiency in Microsoft Office

- Ability to absorb on-the-job and other forms of post-graduate training in the specific field.

Qualifications:

- A University Degree in Demography, Geography, Statistics, Mathematics or other related field.

Knowledge and Experience:

This position requires knowledge and understanding of statistical terms and concepts as well as the application of statistical software relevant to the subject matter.

At least four (4) years' experience in the compilation and generation of statistics in population, social and/vital statistics would be an asset. Previous experience in a statistical department/unit or a research unit, more particularly exposure to and evidence of any research or analytical work with population data sets will be an asset to the applicant.

All applications must be submitted to:

Head of Department

Human Resource, Finance and Administration Department

Bureau of Statistics

34 Main and Hope Streets

South Cummingsburg, Georgetown

Applications should be submitted on or before 11th March, 2019

See website: *statistisguyana.gov.gy* for electronic copy.
