

**GOVERNMENT OF GUYANA – BUREAU OF STATISTICS
JOB DESCRIPTION ---MANAGEMENT**

POSITION TITLE:	HEAD: TRADE AND PRICES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">SALARY SCALE:</td> <td style="width: 50%; text-align: center;">BS - 12</td> </tr> </table>	SALARY SCALE:	BS - 12
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REPORTS TO:	DEPUTY CHIEF STATISTICIAN – ECONOMIC AND RELATED STATISTICS			
AGREED TO:			
APPROVED BY:			
DATE EFFECTIVE:			

1. ACCOUNTABILITY OBJECTIVES:

Responsible for effectively coordinating, monitoring and reporting key functions within the Bureau of Statistics – viz Trade in Goods, Services Statistics and Prices Statistics. Trade in goods statistics measures the composition and value of trade in goods between Guyana and the rest of the world. The monitoring of such trade flow is the direct responsibility of the Trade Section. The monitoring of the changes in prices as it relates to the fixed commodity basket of goods and services known as the Consumer Price Index which is the direct responsibility of the Prices Section. The development of statistical capacity in the emerging area of International Trade in Services.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Head: Trade and Prices under the authority delegated by the Deputy Chief Statistician, Economic and Related Statistics, has direct responsibility for developing and maintaining a system of detailed trade statistics databases which adhere to international systems of classifications for purposes of exchange and comparisons of national data with the rest of the world. The work and output of the Trade Section serves as a major and direct input to the overall aggregates of consumption and expenditures generated by the National Accounts Division.

The Head: Trade and Prices is required to effectively manage the international statistical framework such as the Manual on Statistics of International Trade in Services (MSITS 2010) and adapt the guidelines in the context of national and regional experience to respective sectors of interest.

The Head: Trade and Prices is required to work with the Survey Department and other colleagues in the development of the Household Budget Survey instrument/questionnaire on the list of consumption items.

The Head: Trade and Prices works along with the Consultant and other colleagues in the development of the Household Budget Survey (HBS) expenditure profiles and weights for the compilation of the new basket of goods and services.

The Head: Trade and Prices is required to have a working knowledge of the functions, structure, concepts and definitions of the International Merchandise Trade Statistics Manual (IMTS), Compilation of the Balance of Payments (BOP) Current Account, Harmonized Commodity Description and Coding System, Extended Balance of Payments Classification (EBOPS), World Trade Organization (WTO), Common External Tariff (CET), Standard International Trade Classification (SITC), European Free Trade Area (EFT), North American Free Trade Agreement (NAFTA), Mercosur and other Economic Trading Blocs.

B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE: (These statements identify specific activities necessary to attain the overall objective while not precluding the position holder from carrying out other related duties that may be inherent in the position)

Represent the Chief Statistician and Deputy Chief Statistician at meetings relating to trade and prices statistics, stakeholder engagements and other related matters.

Ensures the sustainability of the current system for the generation of detailed trade statistics by predominantly the Harmonized System (HS) and Standard International Trade Classification (SITC).

Coordinates the activities for maintenance of an effective system for the delivery of trade data from the Customs and Trade Administration of the Guyana Revenue Authority on a monthly basis for the processing and conversion into detailed trade statistics.

Ensures the delivery of a complete year's detailed trade statistics to the CARICOM Secretariat to facilitate the analysis of regional trade.

Maintain the protocols for the provision of detailed trade statistics to International Organisation among them being UNCTAD, UNSTATS Division, IMF, WTO at various level of periodicity.

Coordinates the provision of monthly, quarterly and annual trade statistics to the Bank of Guyana, Ministry of Finance and other stakeholders.

Coordinates the activities for the compilation of trade indices as well as the overall terms of trade based on the databases supplied by the Customs and Trade Administration.

Coordinates the activities for the submission of monthly Consumer Price Index data and the UNECLAC International Comparison Program (ICP) data to internal and external users.

Coordination and preparation of common guidelines for the collection, compilation and dissemination of statistics on international trade in services.

Develops in collaboration with stakeholders the compilation of statistics on the General Agreement on Trade In Services (GATS) four (4) Modes of Supply of Services.

Assists the Chief Statistician and Deputy Chief Statistician in the preparation of any requested information on Trade and Prices.

Manages the preparation of annual performance appraisal of staff directly supervised on the basis of their specific contributions in attaining set objectives.

Manages the preparation of annual work programs and budget for the Trade and Prices Department.

Recommends staff for adequate and appropriate levels of training in the required professional competencies.

Conducts periodical refresher training on trade in goods and services and CPI compilation.

Ensures that deadlines are kept by the Trade and Prices Sections and publication are submitted in a timely manner.

C. PERSONNEL SUPERVISED BY THIS POSITION:

DIRECTLY

Senior Statisticians
Statisticians

INDIRECTLY

Statistical Officers
Senior Research Assistant
Research Assistant
Temporary Price Collectors

D. PRINCIPAL EXTERNAL RELATIONSHIPS: (The incumbent relates to the following external Agencies/functionaries in pursuing accountability objectives)

- Government Ministries/Agencies/Departments, such as Ministry of Finance, Bank of Guyana etc.
- Guyana Revenue Authority; Customs and Trade Administration
- CARICOM Regional Statistics

E. QUALIFICATION, KNOWLEDGE and EXPERIENCE:

Recognized Master's Degree in International Trade, Development and Policy Analysis, Computer Science, Data Science, Statistics, Economics (with specialization in international trade) or similar discipline, along with five (5) years post qualification experience in managing Trade and Prices Databases and Statistics.

And/Or

Recognized Bachelor's Degree In Economics, Statistics, Agriculture (with statistics as a subject) Computer Science, Data Science or related subject area with at least ten (10) years working experience in managing Trade and Prices Databases and Statistics of which five (5) must be at the level of Supervisor.

Plus

Specialized and on the job training in concepts, definitions and applications of Prices Statistics, International Trade in Goods Classification, Relationship between trade databases and the construction of Trade and Prices Indices. In-depth knowledge of Customs Classification and a thorough understanding of their correlations with the Standard International Trade Classification (SITC). Useful experience would include the Classification of Individual Consumption by Purpose (COICOP), Statistical systems and classification of Trade in Services, Single Window for Foreign Trade and other relevant areas.

Plus

Must have advance knowledge of Microsoft Office Suite, with specific emphasis on database applications.

Must possess a working knowledge of software statistical packages such as; SPSS, STATA or similar.