

## **JOB DESCRIPTION**

**JOB TITLE**

**STATISTICIAN**

**(National Accounts, Merchandise Trade, Prices, Demography, Information Systems, Survey, Environment)**

**REPORTS TO:**

**SENIOR STATISTICIAN**

**Ministry/Department:** **Bureau of Statistics**

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### **PURPOSE**

To generate, compile and analyze data by applying international concepts and definitions, methods, classifications and conventions, in order to support the policy making process in the socio-economic, demographic, environmental and developmental areas of the economy.

### **KEY OUTPUT**

Responsible for the collection, compilation, measurement analysis, interpretation, forecasting and dissemination of quantitative data in the subject matter areas of National Accounts, Merchandise Trade, Prices, Demography, Social and Vital Statistics, Census and Surveys, Environmental Statistics and in the area of Information Technology to apply customized and modified software and hardware applications to the work of each Division under a Local Area Network environment. The Statistician will manage database and database applications to generate reports and disseminate information.

## **RANGE OF ACTIIVITIES**

Apply statistical methods and principles to the collection, compilation, measurement, analysis and interpretation of quantitative and qualitative data.

Perform a variety of statistical and technical activities including regression analysis to effect measurement in forecasting of events.

Prepare reports that summarize the analysis, interpretation, conclusions and recommendations of specific data research.

Design sample survey instruments, execute surveys in the field in assigned areas and conduct logical checks to maintain data quality.

Use existing statistical software and variety of established statistical methods to gather analyze and research data to derive potential research and policy information.

Apply statistical and other data management software for graphic and user friendly dissemination of analyzed data.

Participate in developmental training in statistical methodology and applications.

Prepare regular progress reports on the status of work in the assigned areas.

Performs other related duties that may be assigned from time to time.

## **NATURE AND SCOPE**

### **Qualification, Knowledge and Experience:**

A Recognized University Degree in Statistics, Mathematics or Associateship (completion of final examinations) of the Institute of Statisticians.

A Recognized University Degree in Economics, Economics in combination (eg. Econs+Geography or Econs+Maths)

A Recognized University Degree in Geography, with Statistics and or Demography or GIS competency.

A Recognized University Degree in Computer Science, Information Technology and Survey Methodology.

A Recognized University Degree in Agriculture with statistics as a subject.

A Recognized University Degree in Environmental Studies.

Or similar discipline.

Position requires proficiency in the use of statistical and data management software and knowledge of the applications of statistical and quantitative methods, standards and practices.

Previous on the job experience in a statistical or research unit, within or outside of Guyana will be advantageous to the application.

### **DECISION MAKING, PROBLEM SOLVING AND IMPACT RESULTS**

There are clearly defined procedures and precedents available to assist in decision making. However, the incumbent will not be required to make complex decisions in the appointment. Sufficient guidance would be given by superiors.

### **RESOURCE MANAGEMENT**

The incumbent is neither a budget nor a stock holder, but is responsible for the equipment under his/her control.

### **COMMUNICATION**

The incumbent level of communication is internal and external in the execution of official duties.

### **WORKING CONDITIONS**

Normal office working condition.