

Job Title	Senior Research Assistant
Department	Trade and Prices Department
Reports To	Statistical Officer
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The Senior Research Assistant is responsible for collecting, extracting, inputting, and calculating monthly traditional exports. The position holder will be responsible to generate trade statistics, prepare SITC grouping and calculations, and compute and code traditional exports table for adjustment to the trade statistics database.
Job Responsibilities	<ul style="list-style-type: none"> • Collect, extract, and calculate monthly traditional exports using returns from the agencies. • Input monthly traditional exports information and the calculations of the year-to-date totals – broadsheet. • Compare the traditional exports total received from exporting agencies against information gathered from Customs software (i.e., TRIPS/ ASYCUDA World). • Verify and code traditional exports namely rice, sugar, bauxite, and gold for the adjustments of the trade statistics database. • Verify and code of fuel imports for the adjustments of the trade statistics database. • Generate trade statistics upon request for academia, businesses, etc. • Review tasks assigned and provide guidance to the Research Assistant. • Prepare the monthly traditional exports report showing the year-to-date totals. • Prepare SITC groupings, calculations, and compilation of monthly non-traditional exports by category.
Job Specifications	<ul style="list-style-type: none"> • Five (5) CSEC subjects (Grades I to III) inclusive of Mathematics and English along with four (4) CAPE subjects (Grade I to IV). • Minimum of one (1) year relevant experience. • Knowledge in the compilation of Trade Statistics. • Proficient in the use of Microsoft Office Suite. • Applied/Working analytical, statistical and database development skills. • Effective communication and interpersonal skills. • Ability to multitask and work with others.