

## STATISTICAL SPECIALIST

### **JOB PROFILE:**

This job requires the incumbent to perform relevant statistical analysis of studies and to evaluate data collected on a wide variety of issues relating to the various aspects of the economic and social conditions of the country.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Assists in planning surveys and more focused studies on social problems/issues.
- Supervises subordinates in the compilation and presentation of data in appropriate tabular and graphic forms.
- Uses econometric and other techniques such as cost benefit for making decisions on the most appropriate programmes to be undertaken.
- Determines appropriate data sources and their reliability, the nature and size of samples and makes recommendations on improving existing sampling techniques and methods.
- Evaluates data quality and interprets statistics for the preparation of reports.
- Writes reports evaluating sources of data for particular uses.
- Reviews and makes recommendations on plans of private consultants recruited by the Ministry to undertake studies and the statistical content of reports submitted.
- Serves on technical committees set up by administrative and technical superiors.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the theory and practices of statistical research, standard statistical procedures and statistical computer packages and their applications.
- Ability to compile, correlate and analyse data and arrive at sound conclusions.
- Ability to represent statistical findings and conclusions effectively in appropriate tabular, graphic and written forms.
- Ability to direct and supervise the work of professional technical and non-technical staff engaged in work of a statistical nature.
- Ability to establish and maintain effective working relationships with personnel in the Ministry and other Government agencies and representatives of private firms.

### **QUALIFICATIONS AND EXPERIENCE:**

Considerable experience in statistical work at the professional level and training as evidenced by the possession of a degree from a recognized university or Institute in Statistics, Economics or Sociology with statistics as a major subject; or a professional Diploma in Statistics equivalent to the A.I.S. (Associateship of the Institute of Statisticians) London, or any equivalent combination of experience and training.