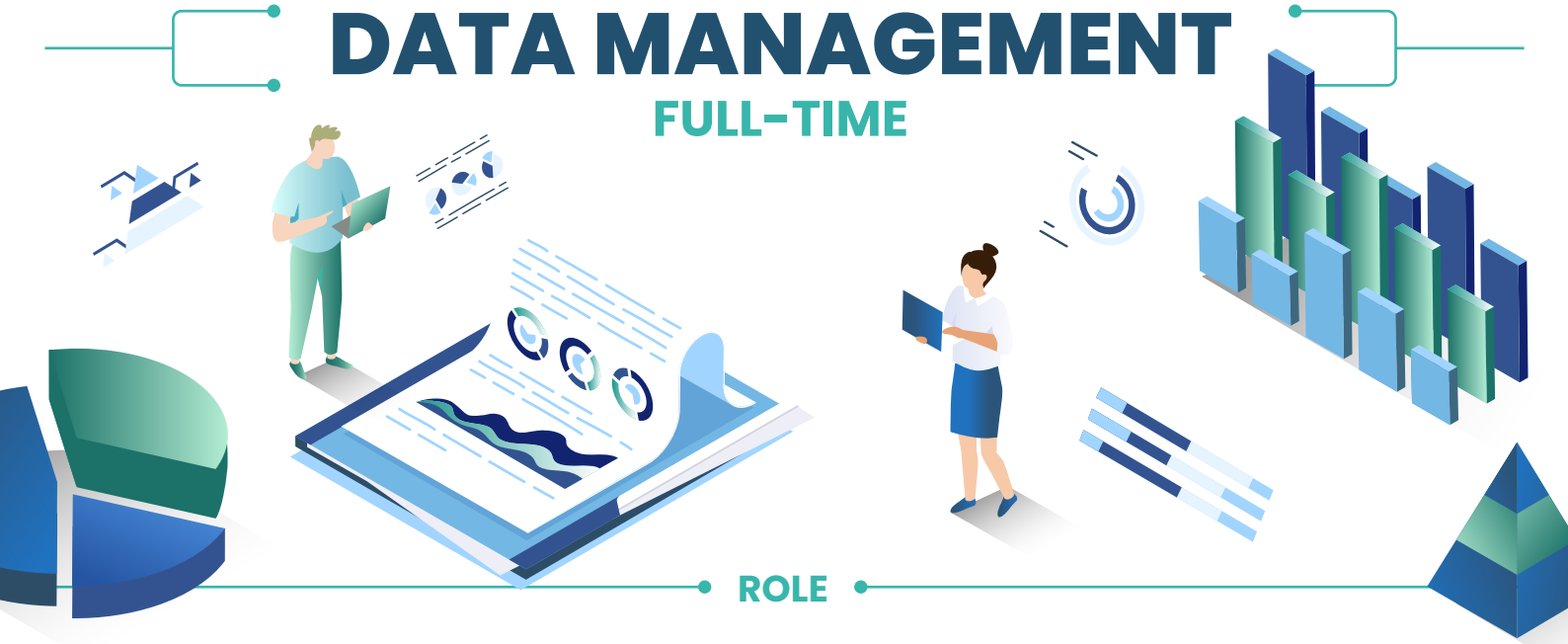


ADMINISTRATION OFFICER 5 DATA MANAGEMENT FULL-TIME



ROLE

The National Statistics Office (NSO) invites applications for the post of Administration Officer 5 (Data Management).

This appointment is based on a fixed-term contract of twenty-four (24) months in accordance with S.L. 452.81 Art. 7 (4) and the prospective employee will be deployed within the Data Collection Unit or any other unit according to the exigencies of the Office

Key Responsibilities:

The main duties of an Administration Officer 5 with specialisation in Data Management are:

- Coordination and supervision of surveys carried out by the NSO;
- Assistance in the development of data collection tools to ensure optimal efficiency, including but not limited to requirements gathering, testing of IT tools and regular updating of interviewers' database;
- Regular data verification, quality controls and data audits;
- Linking of data from different sources to ensure data completeness and integrity;
- Ensuring that the use of appropriate methodologies and procedures are being applied in order to produce reliable and unbiased results;
- Participation in interviewers' training briefings and assistance in day-to-day queries; and
- Lead certain statistical processes such as the collection and preparation of data for further analysis, coordinate and supervise the work done by the interviewers and manage the data entry and coding processes.

WORKING CONDITIONS

The position offers an annual starting salary of €28,950 for the year 2024, rising by annual increments subject to a positive performance review. This remuneration excludes qualification allowances and any overtime pay, which is reimbursed separately on an ad-hoc basis, as need arises.



VACANCY

Jobsplus Permit Number: 958/2023

Jobsplus Vacancy Number: 402564

The NSO also thrives to offer:

- A friendly working environment;
- Reduced summer working hours;
- Family friendly measures and work-life balance;
- Health insurance coverage;
- Flexible working arrangements;
- Training and incentives for continuous development;
- Hybrid working;
- European work travel opportunities; and
- Opportunities for pursuing further studies including scholarships.



REQUIREMENTS

Interested candidates should:

- Be in possession of an MQF Level 5 Diploma (subject to a minimum of 60 ECTS/ECVET credits, or equivalent) in a relevant subject area* together with seven (7) years, or equivalent, of relevant experience;
or
- Be in possession of an MQF Level 6 or higher qualification in a relevant subject area*
*Relevant subject areas include Mathematics or Statistics and Operations Research, Public Policy, Human Resource Management, Business Management, Marketing or Accountancy or Banking & Finance or Economics, International Relations or European Studies or Social Sciences or Psychology or Law.
- Demonstrate a good command of the English language, together with Maltese or any other official European language.

Prospective applicants are also kindly requested to read and abide by the following [eligibility requirements](#).

HOW TO APPLY



➤ [Click here to Apply](#)

➤ [The full job description may be viewed here](#) 

Closing date for applications is noon (12:00hrs) (Central European Time) of Friday 4 October 2024.