

National Statistics Office

Job Description

Job Title:	Administration Officer 4
Grade:	Scale 5 of CA 2017-2022 between MSA & UHM
Directorate:	Data Resources, IT and Methodology Directorate
Responsible to:	Head of Unit
Number of posts supervised:	NA
Special working conditions:	NA

Overall Purpose of Position

The role of an Administration Officer 4 is to assist in the statistical production of the domain unit to provide users with high quality statistics for better decision making.

Main responsibilities of the job include:

- Coordinate, supervise and contribute in the collection of official statistics from household, businesses and/or Administration register;
- Prepare material for and support in training programs;
- Coordinate, supervise and contribute in daily office work;
- Assist in preparation and management of meetings, including taking of minutes;
- Documentation of internal work practices and processes;
- Liaising with colleagues internally as well as external national and international stakeholders;
- Assist in the preparation of news releases and publications;
- Assist in the preparation of reports and user requests in a timely manner;
- Coordinate and contribute to users' requests and answering to queries sent via email and telephone;
- Checking of statistical data in order to ensure its accuracy, consistency and reliability;
- Calculate statistics to ensure the validity and accuracy of collected data;
- Conduct regular data verification, quality controls and data audits;
- Write reports and/or draw up tables to describe collected data;
- Assist in training and mentoring of staff below this grade;

- Carry out any other ancillary duties as may be assigned by superiors;
- Adherence to internal Policies, and if necessary, support in the implementation and monitoring of internal policies.

The incumbent must have:

- Good knowledge of Microsoft Office applications (preferably with a European Computer Driving License - ECDL qualification);
- Good numerical and IT skills;
- Very good written and verbal communication skills in English language and another European language, preferably Maltese;
- Ability to work in a team and individual projects;
- Ability to plan and manage multiple projects within stipulated deadlines.

Annex	Areas of specialisation
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Specialisation area:	Data Management (Business and Social Data Collection)
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Technical Responsibilities
Responsibilities of an Administration Officer 4 in Data Management (Business and Social data collection) include: <ul style="list-style-type: none"> • Assist in the coordination and supervision of surveys carried out by the NSO; • Conduct regular data verification, quality controls and data audits; • Participate in interviewers' training briefings and assist them in day-to-day queries; • Send questionnaires and update response; • Assist the unit in other Administration/clerical tasks.

Knowledge and Skills
<ul style="list-style-type: none"> • Understanding different types of data collections; • Proficiency in Microsoft Office applications, mainly Word and Excel; • Familiarity with statistical software packages such as R and SPSS as well as acquaintance with MS Access is considered an asset.