

## National Statistics Office

### Job Description

<b>Job Title:</b>	Administration Officer 5
<b>Grade:</b>	Scale 3 of CA 2017-2022 between MSA & UHM
<b>Directorate:</b>	-
<b>Responsible to:</b>	Head of Unit
<b>Number of posts supervised:</b>	NA
<b>Special working conditions:</b>	NA

### Overall Purpose of Position

The role of an Administration Officer 5 is to assist in the compilation, analysis, interpretation and presentation of statistical data in meaningful terms 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;
- 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;
- Assist in the monitoring of unit's outputs;
- Contribute to meetings held with stakeholders on related topics including taking of minutes and drafting of internal reports;
- Carry out other duties such as filing, coordination of work plans and schedules;
- 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 such Policies.

The incumbent must have:

- Very good knowledge of Microsoft Office applications (preferably with a European Computer Driving License - ECDL qualification), especially MS Excel of MS Word;

- Very good written and verbal communication skills in English language and another European language, preferably Maltese;
- Organisation and planning skills, able to take decisions and problem solving;
- Good analytical and numerical skills supported by a basic knowledge of statistics;
- Ability to plan and manage multiple projects within stipulated deadlines.

<b>Specialisation area:</b>	Data Management (Business and Social Data Collection)
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<b>Technical Responsibilities</b>
Responsibilities of an Administration Officer 5 in Data Management (Business and Social data collection) include: <ul style="list-style-type: none"><li>• Coordination and supervision of surveys carried out by the NSO from time to time;</li><li>• Assist 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;</li><li>• Conduct regular data verification, quality controls and data audits;</li><li>• Link data from different sources to ensure data completeness and integrity;</li><li>• Ensure the use of appropriate methodologies and procedures are applied in order to produce reliable and unbiased results;</li><li>• Participate in interviewers' training briefings and assist them in day-to-day queries;</li><li>• The incumbent may also be required to lead certain statistical processes such as the collection and preparation of data for further analyses.</li></ul>

<b>Knowledge and Skills</b>
<ul style="list-style-type: none"><li>• Understanding different types of data collections;</li><li>• Knowledge of statistical software packages such as R and SPSS as well as acquaintance with MS Access is considered an asset.</li></ul>