

## National Statistics Office

### Job Description

<b>Job Title:</b>	Statistician / Statistical Officer
<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 statistician collects, analyses, interprets and presents numerical information in meaningful terms to assist in decision-making. Statisticians analyse numerical information and explain what occurred in the past and identify trends to indicate what might happen in the future.

The statistician is expected to adopt statistical methods and procedures in the analysis and interpretation of a range of socio-economic, business and environmental phenomena and to solve specific problems in many fields. The statistician may also specialise in one specific area.

Working within a multi-disciplinary environment that includes other professionals, the statistician's main concern is the use and validity of the statistical methods and procedures used, rather than the specific results, which are the concern of other occupations.

The key responsibility of the statistician is to ensure the use of appropriate statistical methodologies and procedures that would give truthful indications of socio-economic situations. These statistical methodologies and procedures provide information which underlies important decisions. Therefore, the statistician must ensure that sampling, data collection and the relevant statistical methods, procedures and analyses concerned yield unbiased and reliable results.

The statistician is also required to follow and participate in international methodological work in the field of statistics and to participate in and contribute to the research programme of the National Statistics Office.

Typical responsibilities of a statistician include:

- Designing methods and procedures for obtaining data, such as surveys and administrative sources;
- Contributing to the development of innovative data collection and analytical tools;

- Verifying data for inaccuracies and applying statistical methods to address such limitations;
- Analysing data in economic, business and social fields, in both aggregate and raw form;
- Contributing to the writing of reports and the preparation of data for publication;
- Helping to build confidence in statistics using the guidelines of the National Statistics Office and the principles of the European Statistics Code of Practice;
- Identifying client needs and presenting findings;
- Interpreting statistical analysis for policy development;
- Participating in and contributing to research;
- Following and taking part in national and international statistical fora;
- Adherence to internal Policies related to Human Resources and Information Security;
- Carrying out ancillary duties as may be assigned by superiors.

The incumbent must have:

- Good knowledge of Microsoft Office applications (preferably with a European Computer Driving License - ECDL qualification);
- Excellent level of written English and verbal communication skills in translating data into meaningful information and report writing;
- Very good analytical and numerical skills supported by a good knowledge of official statistics;
- A good understanding of major statistical outputs produced by the NSO;
- Highly developed computer literacy skills including statistical programming;
- Ability to plan and manage multiple projects within stipulated deadlines;
- Willingness to learn and engage, coupled with personal motivation to improve.

## **Knowledge and Skills**

- Good knowledge of the socio-economic or business domain in which s/he is working;
- Knowledge of statistical software packages such as R and SPSS, and database management software such as SQL, as well as acquaintance with MS Access is considered an asset;
- Ability to understand and apply statistical formulae to carry out technical methodological analyses.