

Opening Date: 28 June 2017
Closing Date: 14 July 2017
Location: Tortola
Vacancy Notice No. 41/2017
Job Classification: Grade 9
Ministry/Department/Unit: Central Statistics Office
Position Details: One year probationary period
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$28,818 – \$45,785.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Statistician I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the development and maintenance of various statistical databases according to defined procedures effectively and efficiently in order for the Department to meet its objectives.

MAIN RESPONSIBILITIES

1. Collect, classify, code, and manipulate raw data to obtain various economic, financial and social indicators in a timely and competent manner.
2. Maintain a series of linked spreadsheets and update economic, financial and social statistics databases in accordance with established procedures.
3. Assist in preparation of statistical reports, publications and requests for statistical data to support the work of the unit.
4. Assist in planning, testing and execution of surveys as required to support the work of the unit.
5. Attend meetings, workshops and training sessions as instructed to ensure you are aware of any change in policies or procedures which may be relevant to your role.
6. Supervise of assigned staff
7. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Manage self to model behaviour in meeting organisational standards
3. Manage your time effectively
4. Ensure products and services meet quality requirements
5. Ensure health and safety requirements are met in your area
6. Develop the trust and support of colleagues and stakeholders
7. Lead, plan and implement change

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Statistics or related field
- One (1) to two (2) years' working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable policies, regulations and laws
- Sound knowledge of the use of standard office equipment
- Good knowledge of computer programs used for analysing datasets i.e. Microsoft Access, Excel
- Good knowledge of Statistical Package for Social Sciences (SPSS)
- Good quantitative analysis
- Sound interpersonal skills
- Sound oral and written communication skills
- Good analytical and decision making skills
- Sound supervisory skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.