

Opening Date: 22 July 2016
Closing Date: 05 August 2016
Location: Tortola
Vacancy Notice No. PO/01/2016
Job Classification: Grade 04
Ministry/Department/Unit: Central Statistics Office
Position Details: One year probationary period
 Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$19,440 - \$29,088.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Assistant Statistical Officer

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. Verify the quality of data.
3. Maintain a series of linked spreadsheets and update economic, financial and social statistics databases in accordance with established procedures.
4. Assist with preparation of statistical reports, publications and requests for statistical data to support the work of the unit.
5. Assist with planning, testing and execution of surveys as required to support the work of the unit.
6. Attend meetings, workshops and training sessions as instructed to ensure awareness of any changes in policies or procedures.
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. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Two (2) years' working experience in a related area
- Good knowledge of Government structure, policies and procedures
- Basic knowledge of applicable policies, regulations and laws
- Basic knowledge of computer programs used for analysing datasets i.e. Microsoft Access, Excel
- Basic knowledge of Statistical Package for Social Sciences (SPSS)
- Good knowledge of the use of standard office equipment
- Good interpersonal skills
- Good oral and written communication skills
- Basic analytical and decision making skills

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

Permanent Secretary
Premier's Office
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: www.hrdvbi@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.

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.