



JOB SPECIFICATION

GRADE: Statistics Officer Level 1

DEPARTMENT: Statistics Office

RESPONSIBLE TO: Statistician (SO3)

CONDITIONS, DUTIES AND RESPONSIBILITIES:

Responsible for the collection, collation, inputting of data and preparation of initial draft reports in respect of:

- (a) Statutory Reports: Tourist Survey, Air Traffic Survey, Hotel Occupancy Survey, Employment Survey and Census.
- (b) Non-Statutory Reports: Abstract of Statistics and Family Expenditure Survey.
- (c) Index of Retail Prices
- (d) National Income Accounts
- (e) Quarterly Employment Statistics
- (f) Imports and Exports Statistics

Also responsible for:

- (a) Preparation and checking of PV's
- (b) Updating of Website.
- (c) Preparation of Office stationery requirements
- (d) General enquiries from Government Departments and members of the public.
- (e) General administrative duties including photocopying, filing etc.
- (f) Dealing with e-mail enquiries.
- (g) Assisting with the preparation of answers to Parliamentary questions.
- (h) Assisting with the preparation of data for the Chief Minister's Annual Budget Brief.
- (i) Conducting tourist survey interviews during and after normal office hours.
- (j) Compilation of visitor arrival statistics in liaison with Terminal Management Ltd, Cruise Liner Terminal and the Port Department.
- (k) Carry out any other duties, appropriate to the grade, as required by the Chief Statistician or his representative.

Statistics Officers Level 1 will be required to satisfy the training/academic requirements.