# JOB DESCRIPTION

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| **Job Title:** | **Statistics Adviser (economics)** |
| **Division / Program and Section/Project (if any):** | **Statistics for Development Division / Statistics Collections** |
| **Location**: | **Suva** |
| **Reporting to:** | Manager Statistics Collections |
| **Number of Direct Reports:** | **0** |
| **Purpose of Role**: | Support Pacific Island Countries and Territories in best practice collection, processing, analysis, publication and use of data for official statistics relating to economic issues |
| **Date:** | *July 2024* |

## Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 30 – 45 long term staff within the Pacific Community (SPC). Its objective is for the region to meet the outcome set out in the 2022-2030 Pacific Statistics Strategic Framework:

**"Strong Pacific Island statistics systems that meet local and global needs for evidence-based policy, planning and monitoring"**

The SDD is organized in three program-delivering teams. These are:
- Statistics leadership, governance, and use
- Statistics collections (including both survey and administrative data)
- Statistics infrastructure and dissemination

Each team is led by a manager accountable for staff and other resources to deliver results against their work program. A fourth, small team is responsible for office management, finances and administrative support. All teams work in close cooperation with each-other. In addition to their work program, managers are held accountable for delivery against "ways of working" objectives, which change from time to time but in 2024 were:
- Develop a high performing division that works as a team.
- Mainstream good modern data practice.
- Strengthened engagement and partnerships with donors and stakeholders.
- Make the most of our resources.

**Statistics for Development Division organisational chart.**
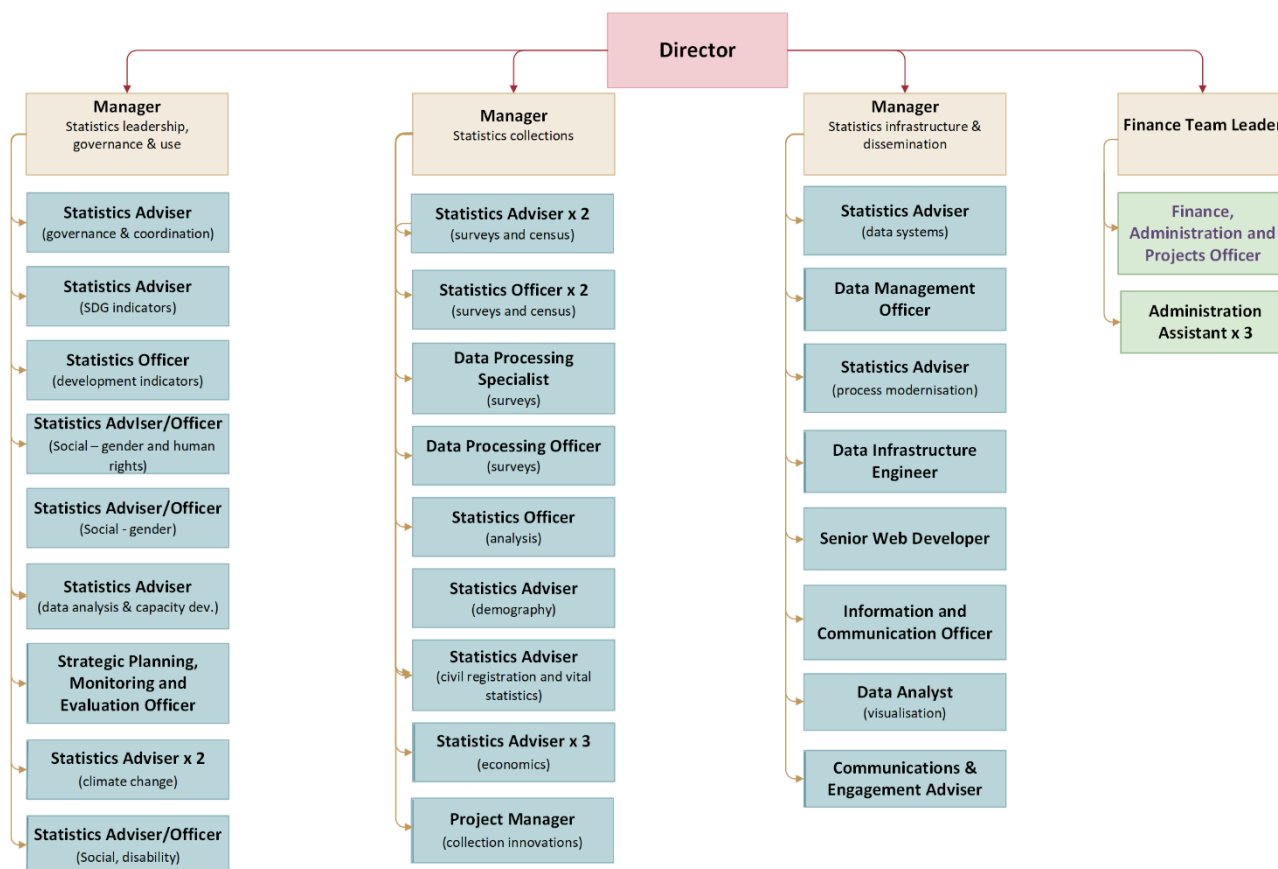


**Key Result Areas (KRAs):**

*The performance requirements of the Key Result Areas are broadly described below*

Each person in the role of "Statistics Adviser (economics)" is expected to have a specialist area such as poverty and living standards, pricing statistics, or international trade; as well as a general ability to contribute towards functions relating to the range of statistical issues relevant to economic analysis.

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| **KRA #1 Ways of working (10%)** | • Demonstrable contribution as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan<br>• This role's support for economic data collection, analysis, etc. is well coordinated with the rest of the team and division's activities and ways of working as well as regional frameworks and priorities<br>• Other divisional staff are actively engaged in this role's activities through peer review, shared projects and code, coordinated missions and tasks, and joint authorship |
| **KRA #2 Development and improvement of methods, processes and systems pertaining to official economic statistics, focusing on an area such as poverty, trade or pricing statistics (20-40%)** | • Methods in the Pacific relating to the role's specialist area improve materially over time<br>• SPC is increasingly recognised as a successful leader promoting good practice in the Pacific with regards to this specialist area<br>• This role is documenting and disseminating improved methods through commissioned works, guidance notes and other publications that are well researched and founded in evidence and duly consulted on, quality assured and approved e.g. by the Pacific Statistics Methods Board. |

| KRA #3 Analysis of data and communication relating to the role's economic focus area, including turning this into appropriate knowledge products, country statistical releases, etc (20-40%) | • SPC or its partners produce, analyse and disseminate statistics, statistical analysis or other knowledge products that are of a high quality and use relevant international standards (e.g. the indicators for Sustainable Development Goals)<br>• Relevant staff in SDD agree this role is making a significant contribution to delivery |
|---|---|
| KRA #4 Capacity supplementation and development in the form of technical assistance, training and support for all areas of the statistical process (such as collection, processing, analysis) relating to the role's focus area (20-50%) | • Staff from SPC, national statistics offices and relevant staff in line ministries trained in collection, processing and/or analysis of data relating to the role's specialist area<br>• Relationships with key stakeholders – in member countries, donors, implementation partners and universities – are positive.<br>• A tangible contribution is made to progress in the countries and territories SPC is working with towards strengthened capacity to analyse and understand economic issues in the role's area of specialisation. |

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

## Most Challenging Duties Typically Undertaken (Complexity):

- Analysis of imperfect data from complex data sources (household surveys, customs or other administrative data, incomplete pricing data, etc) collected in difficult conditions, including use of good practice methods for imputation, estimating and reporting uncertainty, and addressing conceptual challenges relating to the role's area of specialisation.

- Systems and process improvement in various stages of the generic statistical business process model

- Training, advice and other capacity building support on technical issues in a cross-cultural environment with a wide range of quality of data, systems, processes and understanding of economics.

## Functional Relationships & Relationship Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
|---|---|
| **Internal** | |
| • Colleagues in SDD<br>• Pacific Data Hub Programme Manager and team<br>• Economics-related staff in other SPC divisions | • Coordination of technical assistance, capacity building and other activities<br>• Advise and assist (e.g. collaborate or peer review) on economic analysis or statistical data collection |
| **External** | |
| • Heads and staff of National Statistics Offices<br>• Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank)<br>• Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ABS, SNZ, PFTAC)<br>• Data Users – global, regional, national; government and non-government<br>• Contractors and consultants | • Delivering training and direct support<br>• Prioritising requests for assistance and planning and delivering support in response<br>• Presenting the SPC as an expert voice to be respected and listened to, promoting coordination and building a base for further resourcing<br>• Communicating economics issues and the results of analysis to both experts and non-experts |

## Level of Delegation:

The position holder has an operational expenditure budget of: *nil*.

Budget Sign off Authority without requiring approval from direct supervisor: *up to 50 euros*.

## Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

| Essential: | Desirable: |
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| • Master's degree or equivalent in development economics, statistics or other academic discipline related to the role; | • PhD in statistics or economics<br>• Member of, or accreditation from, a recognized professional association<br>• Adult learning, training or capability building qualifications |

### Knowledge/Experience

| Essential: | Desirable: |
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| • At least 10 years of relevant experience in economic area of specialisation<br>• Extensive knowledge and experience of processing and analysing data such as complex household surveys, prices or customs data<br>• Experience in designing and delivering training for professionals<br>• A good understanding of the challenges developing countries (particularly small island states) face, in the collection, production and use of official statistics<br>• Excellent oral and written English language communication.<br>• Demonstrated ability to work with people from different national and cultural backgrounds | • Working in a developing country environment, preferably in the Pacific Island region<br>• Stata and R<br>• Git and GitHub<br>• French language<br>• A Pacific island language |

### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

| Expert level | • Technical skills for processing and analysis of relevant data e.g. household surveys, prices, or customs data<br>• Economic analysis skills |
|---|---|
| Advanced level | • Provision of technical advice and training<br>• Communication and professional networking<br>• Software used in the production of statistics including Excel and one of R or Stata |
| Working knowledge | • Understanding of operating environments of Pacific Island statistical agencies<br>• Strategic influencing and stakeholder engagement |
| Awareness | • SPC Regulations and Policies |

**Key Behaviours**

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

**Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

## Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.