



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Statistics Adviser (surveys and census)
Division/Programme and Section/Project (if any):	Statistics for Development Division / Statistics Collections
Location:	Noumea
Reporting to:	Manager Statistics Collections
Number of Direct Reports:	0
Purpose of Role:	Support Pacific Island Countries and Territories in good practices in statistics collection, including survey methodology, data processing, estimation techniques.
Date:	<i>January 2024</i>

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”

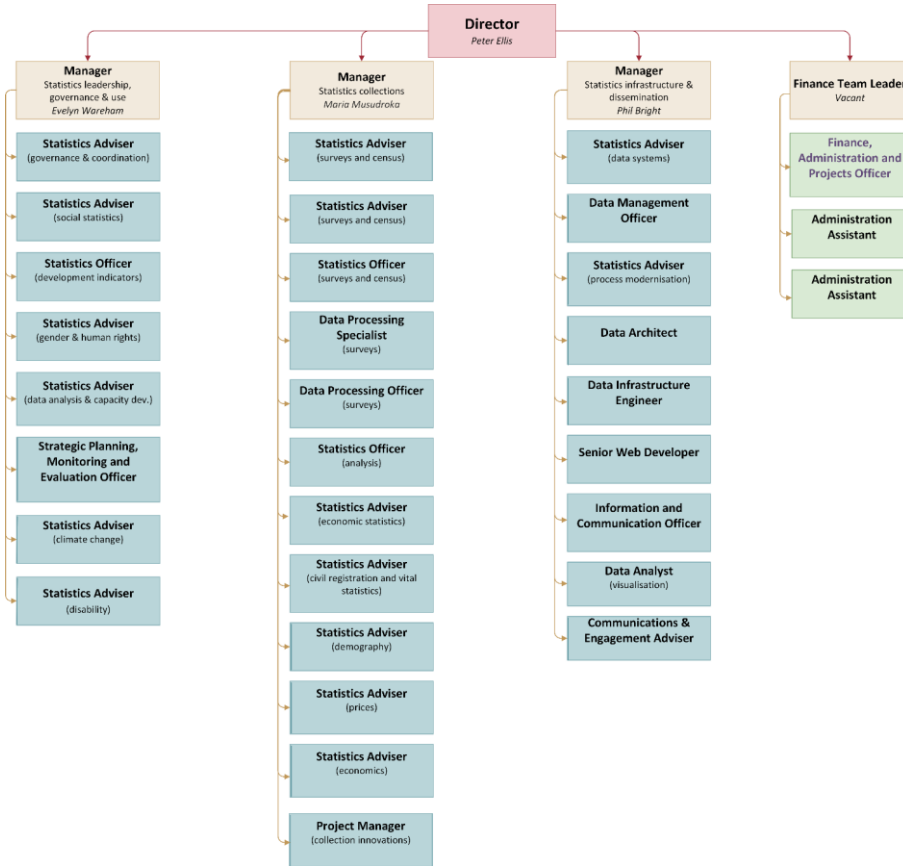
The SDD is organized in three program-delivering teams. These are:

- 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 late 2023 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

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
<p>KRA #1 Ways of working (10%)</p>	<ul style="list-style-type: none"> • Demonstrable contribution as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan • This role's support for surveys and censuses is well coordinated with the rest of the team and division's activities and ways of working as well as regional frameworks and priorities • 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
<p>KRA #2 Playing a lead role in the development and improvement of statistical processes, methods and systems pertaining to</p>	<ul style="list-style-type: none"> • Statistical processes, methods and systems for surveys and / or census are demonstrably improving over time • A tangible contribution is being made to those improvements by this role in at least two of the areas of survey/census management, sampling, questionnaire design, Computer Assisted Personal Interviewing (CAPI), data processing, statistical disclosure control, or analysis

surveys and census (20-40%)	<ul style="list-style-type: none"> • SPC is recognised as a successful leader promoting good practice in the Pacific with regards to survey and census methods. • 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 Survey and census design, data processing and analysis (30-50%)	<ul style="list-style-type: none"> • Surveys and censuses supported by SPC are delivered on time to a high standard • A substantial contribution is being made to survey or census operations relating to at least two of the areas identified in KRA2 • The rest of the Statistics Collections team agree this role is making a significant contribution to delivery
KRA #4 Technical assistance, training and support (20-30%)	<ul style="list-style-type: none"> • Staff from SPC, national statistics offices and relevant staff in line ministries trained in the areas of survey and census production most in line with this person's expertise • Relationships with key stakeholders – in member countries, donors, implementation partners and universities – are positive. • A tangible contribution is made to progress in the countries and territories SPC is working with towards strengthened capacity to deliver surveys and censuses.

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):

- One or more of designing survey samples or questionnaires, developing data processing pipelines, and analysing complex surveys using best modern practice processes and tools.
- Training, advice and other capacity building support on technical issues in a cross-cultural environment with a wide range of quality of data, systems and processes.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
<ul style="list-style-type: none"> • Colleagues in SDD • Pacific Data Hub Programme Manager and team 	<ul style="list-style-type: none"> • Coordination of technical assistance and other activities • Advise and assist on surveys and census
External	
<ul style="list-style-type: none"> • Heads and staff of National Statistics Offices • Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank) • Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ABS, SNZ, PFTAC) • Data Users – global, regional, national; government and non-government • Contractors and consultants 	<ul style="list-style-type: none"> • Delivering training and direct support • Prioritising requests for assistance and planning and delivering support in response • Presenting the SPC as an expert voice to be respected and listened to, promoting coordination and building a base for further resourcing • Communicating survey and census 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:
<ul style="list-style-type: none">Master's degree in statistics, data science or other academic discipline related to the role	<ul style="list-style-type: none">PhD in statistics, data science or other academic discipline related to the roleMember of a recognized professional association or related bodiesAdult learning, training or capability building qualifications

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">At least 10 years of relevant experience in official statistics or related areasExtensive knowledge and experience of at least two of: census and complex survey management; sampling; questionnaires; data processing; and/or analysis.Experience in designing and delivering training for professionalsA good understanding of the challenges developing countries (particularly small island states) face, in the collection, production and use of official statisticsExcellent oral and written English language communication.Demonstrated ability to work with people from different national and cultural backgrounds	<ul style="list-style-type: none">Working in a developing country environment, preferably in the Pacific Island regionStata and RProject management experienceExtensive experience in one or more of household income and expenditure, labour, climate change surveys or censuses of population and housingFrench language

Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none">Understanding of operating environments of Pacific Island statistical agenciesTechnical skills for at least two of: census and complex survey management; sampling; questionnaires; data processing; and analysis
Advanced level	<ul style="list-style-type: none">Provision of technical advice and trainingCommunication and professional networkingSoftware used in the production of statistics including Excel and one of R and Stata
Working knowledge	<ul style="list-style-type: none">Staff and consultant managementStrategic influencing and stakeholder engagementAll aspects of census and complex surveys not at the 'Expert' level
Awareness	<ul style="list-style-type: none">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.



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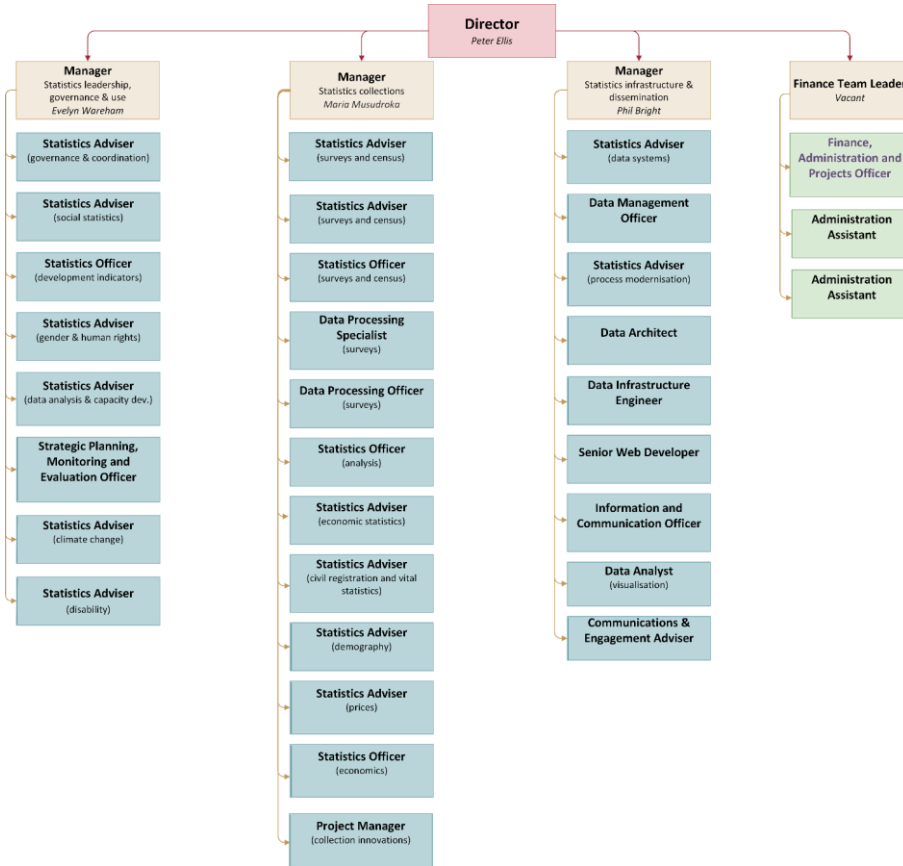
- Statistics leadership, governance, and use
- Statistics collections (including both survey and administrative data)
- Statistics infrastructure and dissemination

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Statistics for Development Division organisational chart.

Commenté [AL1]: The org Chart needs to reflect the "officer" title



Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA #1 Ways of working (10%)</p>	<ul style="list-style-type: none"> • Demonstrable contribution as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan • This role's support for surveys and censuses is well coordinated with the rest of the team and division's activities and ways of working as well as regional frameworks and priorities • 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
<p>KRA #2 Playing a key role in the development and improvement of statistical processes, methods and systems pertaining to</p>	<ul style="list-style-type: none"> • SPC promotion of good practice for statistical processes, methods and systems for surveys and / or census is improving over time • A tangible contribution is being made to those improvements by this role in at least one of the areas of survey/census management, sampling, questionnaire design, Computer Assisted Personal Interviewing (CAPI), data processing, statistical disclosure control, or analysis

surveys and census (15-30%)	<ul style="list-style-type: none"> • SPC is implementing good practice in the Pacific with regards to survey and census methods. • This role is documenting and disseminating improved methods through contributions to 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 Survey and census design, data processing and analysis (35-60%)	<ul style="list-style-type: none"> • Surveys and censuses supported by SPC are delivered on time to a high standard • A substantial contribution is being made to survey or census operations relating to at least one of the areas identified in KRA2 • The rest of the Statistics Collections team agree this role is making a significant contribution to delivery
KRA #4 Technical assistance, training and support (15-25%)	<ul style="list-style-type: none"> • Staff from SPC, national statistics offices and relevant staff in line ministries trained in the areas of survey and census production most in line with this person's expertise • Relationships with key stakeholders – in member countries, donors, implementation partners and universities – are positive.

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):

- One or more of designing survey samples or questionnaires, developing data processing pipelines, and analysing complex surveys using best modern practice processes and tools.
- Training, advice and other capacity building support on technical issues in a cross-cultural environment with a wide range of quality of data, systems and processes.

Functional Relationships & Relationship Skills:

<i>Key internal and/or external contacts</i>	<i>Nature of the contact most typical</i>
Internal	
<ul style="list-style-type: none"> • Colleagues in SDD • Pacific Data Hub Programme Manager and team 	<ul style="list-style-type: none"> • Coordination of technical assistance and other activities • Assist on surveys and census
External	
<ul style="list-style-type: none"> • Staff of National Statistics Offices • Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ABS, SNZ, PFTAC) • Data Users – global, regional, national; government and non-government • Contractors and consultants 	<ul style="list-style-type: none"> • Delivering training and direct support • Prioritising requests for assistance and planning and delivering support in response • Presenting the SPC as an expert voice to be respected and listened to, promoting coordination and building a base for further resourcing • Communicating survey and census 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: *nil*.

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:
<ul style="list-style-type: none">Master's degree in statistics, data science or other academic discipline related to the role	<ul style="list-style-type: none">PhD in statistics, data science or other academic discipline related to the roleMember of a recognized professional association or related bodies

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">At least 5 years of relevant experience in official statistics or related areasExtensive knowledge and experience of at least two of: census and complex survey management; sampling; questionnaires; data processing; and/or analysis.Excellent oral and written English language communication.Demonstrated ability to work with people from different national and cultural backgrounds	<ul style="list-style-type: none">A good understanding of the challenges developing countries (particularly small island states) face, in the collection, production and use of official statisticsWorking in a developing country environment, preferably in the Pacific Island regionStata and RProject management experienceExtensive experience in one or more of household income and expenditure, labour, climate change surveys or censuses of population and housingExperience in delivering trainingFrench language

Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none">Understanding of operating environments of Pacific Island statistical agenciesTechnical skills for at least two of: census and complex survey management; sampling; questionnaires; data processing; and analysis
Advanced level	<ul style="list-style-type: none">Provision of technical advice and trainingCommunication and professional networkingSoftware used in the production of statistics including Excel and one of R and Stata
Working knowledge	<ul style="list-style-type: none">Staff and consultant managementStrategic influencing and stakeholder engagementAll aspects of census and complex surveys not at the 'Expert' level
Awareness	<ul style="list-style-type: none">SPC Regulations and Policies

Key Behaviours

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

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