



JOB DESCRIPTION

Job Title:	Statistics Adviser (Surveys and Census)
Division/Programme and Section/Project (if any):	Statistics for Development Division / Methods and Processing
Location:	Noumea or Suva
Reporting to:	Manager Methods and Processing
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, and estimation techniques.
Date:	<i>October 2024</i>

Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 30 – 50 long term staff and consultants 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:

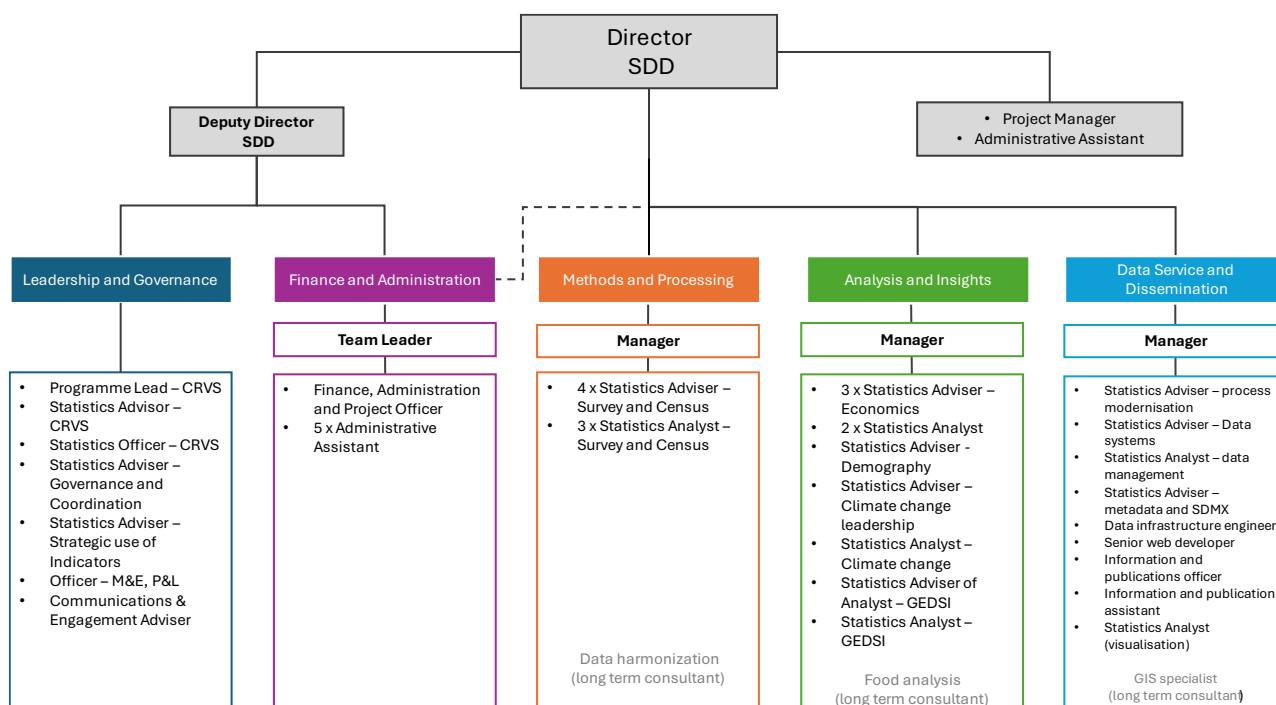
“All Pacific peoples, economies and environments benefit from better data and evidence-based decision-making for sustainable development”

SDD comprises four technical teams and a finance and administration team in support as shown in the organizational chart on the next page.

All teams work in close cooperation with each-other.

The Methods and Processing team leads in support of surveys and census during the design, build, collect and process stages. This includes, for example, helping national statistical offices design samples; prepare sample frames; draw samples; design, build and test questionnaires; stand up and monitor Survey Solutions servers during collection; and clean, classify and weight data. Once an analysis-ready microdata is ready, the team prepares a set of standard aggregate indicators suitable for upload to the PDH.Stat database. The team leads in innovation for the Pacific in statistical methods, particularly for survey and census, but also (when resourcing permits) for administrative data. This includes coordinating and preparing much of the content for Pacific Statistics Methods Board, although the actual meeting is convened by the Leadership and Governance team.

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>
KRA #1 Playing a lead role in the development and improvement of statistical processes, methods and systems pertaining to surveys and census (35%)	<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, or statistical disclosure control 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 #2 Survey and census design and data processing (40%)	<ul style="list-style-type: none"> Surveys and censuses supported by SPC are delivered on time to a high standard, up to the stage of analysis-ready processed data A substantial contribution is being made to survey or census operations relating to at least two of the areas identified in KRA1 Divisional colleagues agree this role is making a significant contribution to delivery
KRA #3 Technical assistance, training and support (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. A tangible contribution is made to progress in the countries and territories SPC is working with towards strengthened capacity to deliver surveys and censuses, through including methods capability, statistical skills, software skills (Stata, R, CSPro, etc.).

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 processing survey and census data 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 • 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, ILO, ABS, SNZ, PFTAC, IFAD) • 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 role • Member of a recognized professional association or related bodies • Adult 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 areas • Extensive knowledge and experience of at least two of: census and complex survey management; sampling; questionnaires; and/or data processing. • Experience in designing and delivering training for professionals • A good understanding of the challenges developing countries (particularly small island states) face, in the collection, production and use of official statistics • Experience with computer assisted personal interviewing systems and processes • 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"> • Working in a developing country environment, preferably in the Pacific Island region • Stata and R • Experience with geographic information systems • Project management experience • Extensive experience in one or more of household income and expenditure, labour, climate change surveys or censuses of population and housing • A Pacific Islands language • French 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 agencies • Application of the Generic Statistical Business Process Model to surveys and census • Technical skills for at least two of: census and complex survey management; sampling; questionnaires; and/or data processing
Advanced level	<ul style="list-style-type: none"> • Provision of technical advice and training • Communication and professional networking • Software 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 management • Strategic influencing and stakeholder engagement • All 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.