



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Statistics Adviser (Demography)</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Statistics for Development Division / Statistics collections</b>
<b>Location:</b>	<b>Noumea</b>
<b>Reporting to:</b>	Manager Statistics Collections
<b>Number of Direct Reports:</b>	<b>0</b>
<b>Purpose of Role:</b>	Support Pacific Island Country and Territory members to estimate and project populations and related demographic statistics. This includes analysis of census, vital statistics and immigration, advice, training and other forms of support.
<b>Date:</b>	<i>April 2023</i>

### Organisational Context and Organisation Chart

The Statistics for Development Division (SDD) comprises 20 – 35 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:

**“Highly competent and sustainable national statistics systems that meet national and international statistics needs for evidence-based policy, planning and monitoring”**

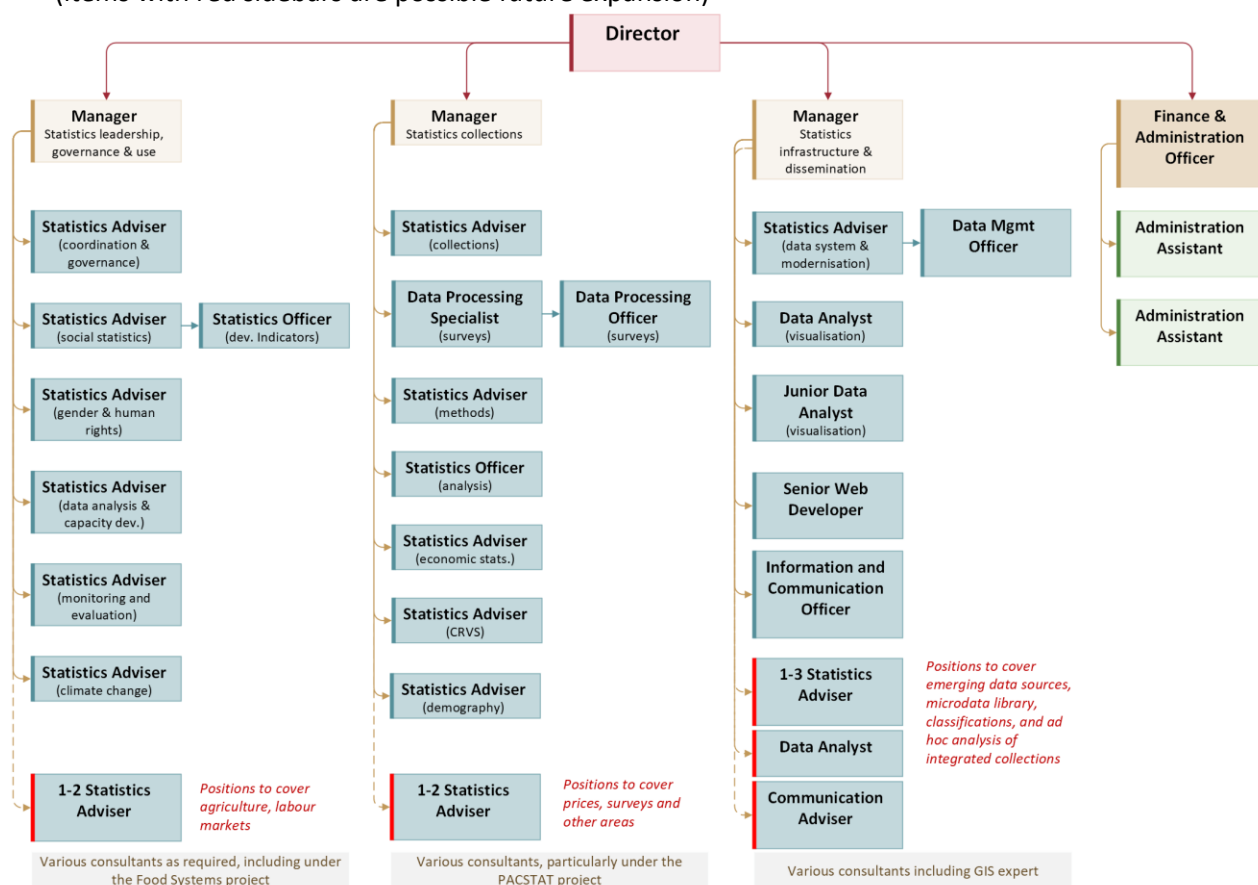
The SDD is organized in three teams. These are:

- 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 2022 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 (items with red sidebars are possible future expansion)



## Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
<b>KRA #1 Ways of working (10%)</b>	<ul style="list-style-type: none"> <li>Demonstrable contribution as an individual and team-member to the organisational or 'ways of working' objectives in the division business plan</li> <li>SPC's support for demographic estimates and projections is well planned with a rolling multi-year work program that is well coordinated with the rest of the team and division's activities and ways of working as well as regional frameworks and priorities.</li> <li>Other divisional staff are actively engaged in demography activities through means such as peer review, shared projects, coordinated missions and tasks, and joint authorship.</li> </ul>
<b>KRA #2 Strategic demographic analysis for the region (25%)</b>	<ul style="list-style-type: none"> <li>The 30-year projections of population distribution by age and sex for all SPC member countries and territories are kept up to date including all dissemination products</li> <li>Production of at least one knowledge product every six months on a demography-related topic and evidence they are being used.</li> <li>SPC is recognised as a successful leader promoting good practice in the Pacific with regards to demography.</li> <li>Demographic indicators are regularly updated in PDH.Stat</li> </ul>
<b>KRA #3 Country-level demographic analysis (30%)</b>	<ul style="list-style-type: none"> <li>Demographic analysis for population and housing censuses supported by SPC is completed to a high quality and in a timely fashion</li> <li>Analysis of vital statistics, and cause of death data is undertaken and SPC meets a reasonable portion of the demand for direct support in this space.</li> </ul>

	<ul style="list-style-type: none"> <li>The rest of statistics collections team is supported to a high standard on data processing and analysis of surveys and censuses as it relates to demographic issues.</li> </ul>
<b>KRA #4 Technical assistance, training and support (35%)</b>	<ul style="list-style-type: none"> <li>Staff from national statistics offices and relevant staff in line ministries trained in how to produce standard demographic measures</li> <li>Opportunities for collaboration and south-south capacity building are identified.</li> <li>Countries supported in census questionnaire design to ensure the data collected meets the needs of users, and delivers the indicators required for demographic analysis and reporting</li> <li>Relationships with key stakeholders – in member countries, donors, and implementation partners – are positive.</li> <li>Opportunities for progress on issues relating to population registries, and use of administrative data for census purposes, are identified and worked on with others in the division</li> <li>A tangible contribution is made to progress in the countries SPC is working with towards regular estimates of population change based on administrative data (births, deaths, immigration).</li> </ul>

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):**

Training, advice and other capacity building support on technical issues (statistical and demographic) in a cross-cultural environment with a wide range of quality of data, systems and processes

Projecting populations and other demographic estimates.

#### **Functional Relationships & Relationship Skills:**

<b><i>Key internal and/or external contacts</i></b>	<b><i>Nature of the contact most typical</i></b>
<b>Internal</b>	
<ul style="list-style-type: none"> <li>Team</li> <li>Other SPC technical divisions, particularly Public Health Division</li> <li>Corporate services</li> </ul>	<ul style="list-style-type: none"> <li>Coordination of technical assistance, data analysis, dissemination and user engagement activities</li> <li>Using SPC systems and processes to contract and manage specialist consultant inputs</li> </ul>
<b>External</b>	
<ul style="list-style-type: none"> <li>Heads and staff of National Statistics Offices</li> <li>Heads and staff of civil registry agencies or divisions / branches, and Ministries of Health</li> <li>Donors / development partners (e.g. Australian and New Zealand Foreign Affairs; World Bank)</li> <li>Technical Partners (e.g. World Bank, UNFPA, UNDP, UNICEF, ABS, SNZ, PFTAC)</li> <li>Data Users – global, regional, national; government and non-government</li> <li>Contractors and consultants</li> </ul>	<ul style="list-style-type: none"> <li>Prioritising requests for assistance and planning and delivering support in response</li> <li>Influencing policies and practice both regionally and internationally</li> <li>Presenting the SPC as an expert voice to be respected and listened to, promoting coordination and building a base for further resourcing</li> <li>Communicating demographic issues and the results of analysis to both experts and non-experts</li> </ul>

#### **Level of Delegation:**

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"><li>• Master's degree in demography, statistics, or other academic discipline related to the role; or equivalent combination of degree and work experience</li></ul>	<ul style="list-style-type: none"><li>• Member of a recognized professional association or related bodies</li><li>• Adult learning, training or capability building qualifications</li></ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>• 10 years of relevant experience in demography, statistics or related area</li><li>• Applying data analysis and statistical methods with specialist software for reports and presentations for a range of audiences</li><li>• Experience in designing and delivering training for professionals</li><li>• A good understanding of the challenges developing countries (particularly small island states) face, in the management of census collections, civil registries and the collection, production and use of official statistics</li><li>• Excellent oral and written English language communication.</li><li>• Demonstrated ability to work with people from different national and cultural backgrounds</li></ul>	<ul style="list-style-type: none"><li>• Working in a developing country environment, preferably in the Pacific Island region</li><li>• Skilled and experienced with Stata and R for statistics and specialist software for demographic projections</li><li>• Project management experience</li><li>• French language</li></ul>

### 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"><li>• Understanding of operating environments of Pacific Island statistical agencies</li><li>• Technical skills for population analysis and estimation</li><li>• Technical skills to develop and improve census and household surveys and the use of administrative data</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Provision of best-practice technical advice and training</li><li>• Strategic influencing and stakeholder engagement</li><li>• Communication and professional networking skills</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Staff and consultant management skills</li></ul>
Awareness	<ul style="list-style-type: none"><li>• SPC Regulations and Policies</li></ul>

## 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.