

POST DESCRIPTION		
1	Ministry /Department: Tonga Department of Statistics	
2	Job Title: Senior Statistical Assistant Foreign Trade Statistics, External Sector Economic Statistic Group, Statistical Services	
3	Band: M	Post Number: 1
3	Location: Nukualofa	
4	<p>Purpose:</p> <ul style="list-style-type: none"> To assist the Statistician in the management and implementation of Trade work activities. To assist the Statistician in compilation, analysis and dissemination of Trade Statistics on monthly, quarterly and on annual basis. To be a survey /census supervisor when required under the Leadership of the head of survey/census. To undertake any task assigned by Statistician Trade Statistics. 	
5	Key Results Area	Performance Indicators
5.1	<p>Planning and co-management of activities</p> <ul style="list-style-type: none"> Assist Statistician in implementing objectives and activities Assist Statistician with production of new statistics. Keep track of work progress and deadlines for releases 	<ul style="list-style-type: none"> Report status of work activities to Statistician every week.
5.2	<p>Coding of Tongatapu import entries</p> <ul style="list-style-type: none"> Verify tariff codes according to Harmonized system (HS) Check accuracy of values, volumes, units and country codes Input internal codes for sectors and vessels Assist other team members in the coding process Errors found in data is queried back to customs or the importer/exporter and reported to Statistician 	<ul style="list-style-type: none"> One month should be coded within 4 weeks Should code at least 50% of Tongatapu import entries 95% accuracy in coding 100% complete Queries to be followed up daily
5.3	<p>Data compilation</p> <ul style="list-style-type: none"> Assist statistician with internal coding of vessels, sector and export types Collect average prices of new merchandise in the market Update import prices of selected trade merchandise to assist with the coding process 	<ul style="list-style-type: none"> Within 2 days after coding process has complete Within 5 working days after requested Within 5 working days after requested

5.4	Leadership <ul style="list-style-type: none"> ○ Manage the team when Statistician is not present ○ Provide on the job training/assistance to the team when needed ○ Drive and motivate team to achieve targets ○ Participate in internal/external ○ Training offered for trade staff 	<ul style="list-style-type: none"> ○ Complete time control sheet of allocated tasks and status every week ○ Report work progress and issues during team weekly meetings
5.5	Other Duties <ul style="list-style-type: none"> ○ Carry out any other duties as may be directed by the Head of Trade Division or the Government Statistician ○ Assist Project Officer 	<ul style="list-style-type: none"> ○ Timeliness and accuracy of carrying out other tasks as directed ○ Approved by Government Statistician
6	Reports Directly to:	Statistician Foreign Trade Division
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Education and Experience	<ul style="list-style-type: none"> ○ Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience ○ Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience ○ Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS)
7.2	Change and Innovation	<ul style="list-style-type: none"> ○ Stays informed and actively contributes to change initiatives ○ Looks for ways to demonstrate innovation and initiative in work area ○ Anticipates emerging issues and looks for ways to improve work practices. ○ Takes a big-picture view of change and models a positive, constructive approach to managing it ○ Focuses on benefits and ways of overcoming obstacles
7.3	Interpersonal Skills / Teamwork / Collaboration	<ul style="list-style-type: none"> ○ Actively shares information with appropriate people and checks for understanding where necessary ○ Presents clear, courteous and concise oral and written communications. ○ Engages positively and persuasively with program stakeholders as appropriate. ○ Develops rapport with people at all levels inside and outside the organisation to further the goals of the organisation. ○ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ○ Is open with other team members about his/her concerns
7.4	Integrity / Accountability / Results Orientation	<ul style="list-style-type: none"> ○ Seeks to achieve high quality results which are in the best interest of the organisation ○ Uses honesty and appropriate disclosure with customers, employees, and management. ○ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action to deliver results.

		<ul style="list-style-type: none"> ○ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance ○ Thinks outside of the box to achieve the best results for an internal/external customer.
7.5	Customer Focus (internal and external)	<ul style="list-style-type: none"> ○ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ○ Accepts responsibility for mistakes, apologizes and makes suitable and timely amends. ○ Treats all clients with respect and cultural awareness
7.6	Judgement	<ul style="list-style-type: none"> ○ Approaches a task/problem in a sensible way; gives sound advice and seek assistance if necessary. ○ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Senior Statistical Assistant:	Name: Sign: Date:
8.2	Statistician, Foreign Trade Division	Name: 'Ana Kama Sign: Date:
8.3	Government Statistician	Name: Dr. Viliami Konifelenisi Fifita Sign: Date:

