

POST DESCRIPTION			
1	<b>Ministry/Department: Statistics Department, Tonga</b>		
2	<b>Job Title: Principal Statistician, Economic Statistics Group, Statistical Services</b>		
3	<b>Level: 5 / B/I</b>	<b>Post Number: 1</b>	<b>Location: Nuku'alofa</b>
4	<b><u>Purpose:</u></b> <ul style="list-style-type: none"> <li>➤ To assist the Assistant Government Statistician of the Economic Statistics Group to produce distinctive competencies and quality services in developing National Indicators of economic performance and industry trends through the provision of statistics on National Accounts, Balance of Payment, Merchandise Trade, Prices, Business Establishment Surveys, Business Register and other relevant statistics.</li> <li>➤ Ensure that Business Register statistics and Establishment surveys produce high quality statistical products and services in a timely, efficient and effective manner</li> <li>➤ You are directly responsible for improving the performances of statistics within the Economics statistics and to comply with standards, regulations and needs of the Statistics Department.</li> <li>➤ To undertake any other duties assigned by the Government Statistician and Assistant GS and to work together with other staff of the Department to promote statistics.</li> </ul>		
	<b>Key Results Area</b>	<b>Performance Indicators</b>	
5.1	<b>Produce AMP and work plan for SS Real sectors</b> <ul style="list-style-type: none"> <li>➤ Produce work plan for SS AMP</li> <li>➤ Prepare and produce of work plan for SS annual work plan and budget</li> <li>➤ Collaborate with divisional heads to plan on outputs</li> <li>➤ AMP to reflect the output of SS</li> <li>➤ Monitor and implement work plan</li> </ul>	<ul style="list-style-type: none"> <li>• AMP approved by GS</li> <li>• On-going monitoring and implementation of the plan</li> <li>• Target outputs are clearly followed</li> <li>• Review and update plan</li> </ul>	

5.2	<b>Staff supervision</b> <ul style="list-style-type: none"> <li>➤ Staff JDs are reviewed, updated and approved</li> <li>➤ Work plan to reflect staff work and target outputs</li> <li>➤ To supervise staff, monitor and review performances</li> <li>➤ Prepare staff PMS and sign upon agreement</li> <li>➤ Evaluate and assess staff performance for mid-year and end of year review</li> <li>➤ Ensure no staff conflicts and disagreements</li> </ul>	<ul style="list-style-type: none"> <li>• Staff JDs and PMS documents are ready on time</li> <li>• Staff performance is measured on time</li> <li>• Effective staff supervision</li> </ul>
5.3	<b>Training Programs</b> <ul style="list-style-type: none"> <li>➤ Identify Training needs and to improve standard in the division, work units and projects</li> <li>➤ Assist in training of new staff for economics work activities to achieve target performance</li> </ul>	<ul style="list-style-type: none"> <li>• Number and quality of staff training and development initiatives</li> <li>• Provide internal training and assistance to staff</li> <li>• Training to improve standard in the division, work units and projects</li> <li>• To achieve target performances</li> </ul>

5.4	<b>Operational Planning</b> <ul style="list-style-type: none"> <li>➤ To provide methodological clarification to users of statistics on National Account, Prices and Business activities with close consideration to recent international developments.</li> <li>➤ Assist in the planning and conduct of surveys and the preparation of survey reports</li> <li>➤ Contribute to the implementation of the business and operational plan for SS and in consultation with the Government Statistician</li> <li>➤ Provide technical advice on development priorities in particular new surveys, access and use of available data as well as relevant extrapolators that will provide meaningful estimates in non survey years when required</li> </ul>	<ul style="list-style-type: none"> <li>• A good work plan</li> <li>• Well organized team</li> <li>• Adherence to regulation, instruction and manual</li> <li>• Attend to user's needs of statistics</li> <li>• Effective participation in plan, preparation and conduct of surveys</li> <li>• Customer feedback and satisfaction</li> <li>• Completeness and accuracy of information</li> </ul>
5.5	<b>Control and Monitor of Data Collection</b> <ul style="list-style-type: none"> <li>➤ Monitor data collection on time</li> <li>➤ Build and maintain strong working relationships with business and data providers</li> <li>➤ Ensure use of appropriate methods of data collection</li> <li>➤ Ensure good data collection agreements with data providers</li> <li>➤ Solve any problem that arise during the collection</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Adhere to instructions and manuals</li> <li>• Ensure data produced are complete, accurate and on timely basis</li> <li>• Without respondents complain</li> </ul>

5.6	<b>Monitor and control Data analysis</b> <ul style="list-style-type: none"> <li>➤ Identify, introduce and monitor the use of the latest international techniques, practices, standards, classifications and statistical software to produce reliable statistical products and services</li> <li>➤ Assist in the evaluation and analysis of data from surveys and administrative records before finalizing findings for inclusion in statistical report</li> <li>➤ Produce a good quality NA statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Adhere to instructions and manuals</li> <li>• Ensure data produced are complete, accurate and on timely basis</li> <li>• Good Quality of analyzed data</li> </ul>
5.7	<b>Control and Monitor dissemination of results</b> <ul style="list-style-type: none"> <li>➤ Identify, introduce and monitor the use of the latest international techniques, practices, standards, classifications and statistical software to produce reliable statistical products and services</li> <li>➤ Guide the evaluation and analysis of data from surveys and administrative records before finalizing findings for inclusion in statistical reports</li> <li>➤ Guide, check and finalized reports of NAS</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Adhere to instructions and manuals</li> <li>• Ensure data produced are complete, accurate and on timely basis</li> <li>• Without customers /users complain</li> </ul>
5.8	<b>Equipment Responsibility</b> To maintain the equipment used personally and for surveys, and to be kept in good condition with minimal / no replacement	<ul style="list-style-type: none"> <li>• Equipment maintained in good condition with no or minimal replacement</li> </ul>



5.9	<b>Any other duties</b> <ul style="list-style-type: none"> <li>➤ Contribute to the implementation of the business and operational plan for the Division, in consultation with GS</li> <li>➤ Assist in the planning and conduct of national and business surveys and census</li> <li>➤ Identify and facilitate the development of staff competencies in relation to agreed performance expectations</li> <li>➤ Any other duties allocated by GS</li> </ul>	<ul style="list-style-type: none"> <li>• Effectiveness, accuracy and timeliness</li> <li>• According to work timetable and set deadline</li> </ul>
6	<b>Reports Directly to:</b>	<b>Government Statistician</b>
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	<b>Change and Innovation</b>	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices</li> <li>➤ Takes a big picture view of change and models a positive, constructive approach to managing it</li> </ul>
7.2	<b>Integrity / Accountability</b>	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performances</li> </ul>

7.3	<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>➤ Actively share s information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with programs stakeholders as appropriate</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization</li> </ul>
7.4	<b>Result Orientation</b>	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks / setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action</li> <li>➤ Thinks outside of the box to achieve the best results for an internal / external customer</li> </ul>
7.5	<b>Teamwork and Collaboration</b>	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others, respectful of co-workers and promotes teamwork</li> <li>➤ Takes the initiative to make things better and seeks out and accept new or additional responsibilities readily</li> <li>➤ Is open with other team members about his / her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required</li> </ul>
7.6	<b>Customer Focus (internal and external)</b>	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
7.7	<b>Self Confidence and Assertiveness</b>	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion</li> </ul>

7.9	<b>Support the organizations enabling theme, outputs and outcomes</b>	<ul style="list-style-type: none"> <li>➤ Inspire dedication to the organization's shared outputs and values through own visible actions</li> <li>➤ Shows enthusiasms for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
7.12	<b>Management / Supervision</b>	<ul style="list-style-type: none"> <li>➤ Manages resources effectively and efficiency, ensures effective and improved staff performance</li> <li>➤ Approaches a task or problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss</li> </ul>
7.13	<b>Leadership</b>	<ul style="list-style-type: none"> <li>➤ Develops and communicates vision and translates these into clear objectives</li> <li>➤ Builds and sustains a motivated team</li> <li>➤ Leads by example</li> <li>➤ Inspires a shared commitment</li> <li>➤ Empowers others to take responsibility through a deep sense of commitment and ownership</li> </ul>
7.14	<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>➤ Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience.</li> <li>➤ Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years' relevant working experience</li> <li>➤ Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience.</li> </ul> <p><b>Qualifications acceptable for this role must be in Statistics, Applied Mathematics, Official Statistics, Economics, Accounting, Demography Population Studies, Information systems, Information Technology, or Geographic Information Systems (GIS) Specialist from a recognized educational institution.</b></p>

8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Principal Statistician	Name:..... Sign:..... Date: .....
8.2	Assistant Government Statistician	Name: <b>Mrs Masivallo K. Masila</b> Sign: <i>M. Masila</i> ..... Date: <i>17/11/2020</i> .....
8.3	Government Statistician	Name: <b>Dr Villami Konifelenisi Fifita</b> Sign: <i>V. Fifita</i> ..... Date: <i>17/11/2020</i> .....