
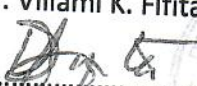


POST DESCRIPTION		
1	Ministry/Department: Statistics	
2	Job Title: Senior Statistical Assistant Consumer Price Index Statistics, Real Sector Economic Statistics Group, Statistical Services.	
3	Level: 9 B/M	Post Number: 1
4	Location: Nuku'alofa	
	Purpose:	
	<ul style="list-style-type: none"> • To manage and implement CPI data collection work activities. • The main player in collecting, verification and computer entry of prices statistics on weekly and monthly basis. • To assist in compile, analyze, report and disseminate CPI statistics on monthly basis. • To be a survey / census supervisor when required under the leadership of the head of survey / census. • To undertake any task assigned by Government Statistician. 	
	Key Results Area	Performance Indicators
5.1	Data collection <ul style="list-style-type: none"> • Build and maintain strong working relationships with business respondents and data suppliers • Use appropriate collection methods (visit, email, phone) 	<ul style="list-style-type: none"> • Ensure that data collected is of correct quality and complete • Resolve any problems that arise with data suppliers • Timeliness and accuracy of data collection • Compliance with statistical concepts and procedures
5.2	Data compilation and Analysis <ul style="list-style-type: none"> • Capture weekly data into CPI system • Capture monthly data into CPI system • Data compilation in Excel system • Verify Data 	<ul style="list-style-type: none"> • To assist CPI Statistician with in processing of data into CPI system when required • Make sure that processed data is error free • Processes and methods are documented in plain language • Improvements are documented, proposed and implemented

7.1	Interpersonal Skills:	<ul style="list-style-type: none"> ➤ Actively share information with appropriate people and checks for understanding where necessary ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization
7.2	Team work and collaboration	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others ➤ Respectful of co-workers and promotes teamwork. ➤ Is open with other team members about his concern
7.4	Change and innovative	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Focuses on benefits and ways of overcoming obstacles
7.5	Customer focus (internally)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to immediately ➤ Accepts responsibility for mistakes apologies and makes suitable and timely amends ➤ Treat all clients with respect and cultural awareness
7.6	6. Results orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Identifies problems early and takes appropriate action ➤ Overcomes roadblocks/ setbacks to deliver results
7.9	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 similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)

5.3	Publication and Dissemination <ul style="list-style-type: none"> • Interpret statistical results and explain the key factors contributing to changes in Tonga's economy • Prepare the CPI bulletin • Prepare press release and briefing to GS and Minister if required 	<ul style="list-style-type: none"> • To assist CPI Statistician with writing of report when required • To assist CPI Statistician so CPI is published according to SD timetable (second Monday after the concerned month) Assist to make sure that results are sensible and consistent with real world events
5.4	Co-training programs -assist in training program implemented.	<ul style="list-style-type: none"> • Attend any training if required • Assist in training program if required
5.5	Management of equipment and furniture -responsible to divisional computer and balancing scale use for pricing	<ul style="list-style-type: none"> • High percentage of equipment and furniture is maintained Minimize frequency of replacement
5.6	Communicate effectively <ul style="list-style-type: none"> • Report to supervisor regularly even when problems arise • Communicate clearly and concisely in all written and oral communications • Share information and knowledge with others when appropriate Seek peer review of written work	<ul style="list-style-type: none"> • Attend Economics monthly meetings and make progress report of work • Written and oral communications are clearly understood by SD and external customers • Attend other meetings if required
5.7	Any other Duties <ul style="list-style-type: none"> • To be survey or census supervisor / enumerator when required • To carry out other duties as directed by supervisor and the Government Statistician 	<ul style="list-style-type: none"> • Timeliness and accuracy According to work timetable and deadline set
6	Reports Directly to:	Head of CPI Division
7	PERSON SPECIFICATION FOR THIS POST	

8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Senior Statistical Assistant	Name: Sign: Date :
8.2	Head of CPI Division, Statistician, Economics Division	Name: Mr Tutulu Finau Sign:  Date : 17/11/2020
8.3	Government Statistician	Name: Dr. Viliami K. Fifita Sign:  Date : 17/11/2020

