

SIERRA LEONE CIVIL SERVICE

JOB DESCRIPTION

Statistician

JOB DETAILS

Job Title: Statistician

Supervisor/Manager Title: Senior Statistician

MDA: Ministry of Agriculture and Forestry

Unit/Division/Directorate: Planning, Evaluation Monitoring and Statistics Directorate

Grade:

Job Summary

The jobholder is responsible for gathering and collating data and applying various statistical analyses to aid interpretation and support decision making.

Key Duties

Duty/responsibility	Estimated Percentage of time (%)
Collect and collate relevant data for analysis and for decision making.	30%
Assist with the documentation of statistical data for reference and ensure confidentiality.	40%
Assist with the identification of appropriate methods for reporting statistical data to aid interpretation.	20%
Prepare statistical reports as may be required by management and other stakeholders for sound decision making.	10%

Occasional duties

The jobholder may be required to:

- Attend meetings, workshops, seminars, trainings, etc
- Perform any other duty assigned

Judgement and Decision-Making

The jobholder may give advice on issues related to data collection and analysis.

Educational Requirements

A minimum of Bachelor's Degree in Statistics, Mathematics, Economics or related discipline from a

recognized University

Related Job Experience

Entry Level

Competencies/skills

- Knowledge of statistical methods, formulas and techniques;
- Proficiency in statistical software programmes;
- Ability to liaise with other Directorates to gather, interpret and analyse data and presenting them in reports;
- Computer skills;
- Oral and written communication skills;
- Planning and organizing skills.

Work environment

The role is mostly office-based with minor hazards, moderate exposure to physical activities such as prolonged use of Visual Display Units (VDUs), and minimal disruption to leisure.

