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| **Post Title** | Statistics Officer | **Salary Scale** | Grade 5-4/3 |
| **Reporting Officer** | IT Manager | **ER 2024#** | 1 |
| **Department** | ICT Department | **Location** | KPA Headquarter, Betio |
| **Scope of work** | The post holder will be responsible for collecting, organizing, presenting and analysing statistical data on import and export cargoes and share to Senior Management team and relevant stakeholders. | | |
| **Minimum Qualification Requirements (MQR)** | **Qualifications and experiences**   * Degree in Statistic, Computing Science & Information system or related program is an advantage. * At least three year working experiences as Senior Statistic Officer or related field * Clean police record * Physically and mentally fit * Age is between 20 to 55 years   **Personal Attributes**   * Sound knowledge on computing skills and data base * Excellent knowledge on Microsoft package * Attentive to details * Ability to gather and present reports on cargo statistics on time * Ability to work independently and meet deadlines * Excellent communication and presenting skills such as in writing, speaking and data presenting. | | |
| **Duties and responsibilities** | * Collect, compile and update the data on import and export cargoes and post into system on a daily basis * Apply statistical methods and techniques to analyse and interpret the data on cargoes such as descriptive statistics, inferential statistics and others. * Perform quality control and validation checks to ensure the accuracy and reliability of data and results * Identify trends, relationships in data and drawing conclusions based on the analysis * Prepare and present reports, charts, tables and graphs to communicate findings and recommendations to Senior Management on a monthly basis * Produce and share the data to relevant stakeholders upon approval from the Chief Executive Officer or Head of department. * Keep updating the data with the latest development in statistics * Perform any other duties that may be assigned from supervising officers from time to time. | | |
| **Submitted by:** |  | **Signature:**  **Date:** |  |
| **Approved by:** |  | **Signature:**  **Date:** |  |