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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.
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| **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.
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| **Submitted by:** |  | **Signature:****Date:** |  |
| **Approved by:** |  | **Signature:****Date:** |  |