

# POSITION VACANT

## Applications are invited for the temporary post of **Statistical Officer I, Administrative Statistics Division.**

Reporting to the Statistician II, Indices and Price Analyses Unit, Administrative Statistics Division, the Statistical Officer I will be responsible for dispatching monthly questionnaires, tracking the status of returns and regularly producing updates on the status of data collection. The incumbent will also record, check, edit and enter information pertaining to the Producer Price Index for all the various stages into the general Storage File.

The period of assignment is one (1) year.

### **Qualifications & Experience Required**

1. Four (4) O'Levels/CXC General Level or equivalent including English Language and Mathematics

### **Requisite Competencies**

#### CORE

- Good written and oral communication skills
- Good organizational knowledge
- Good interpersonal skills
- Good teamwork and cooperation skills
- Demonstrated high level of integrity
- Demonstrated customer and quality focus
- Proficient in the use of technology

#### FUNCTIONAL

- Ability to perform basic numerical calculations.
- Ability to use application software such as MS-Office applications - MS-Word, MS-Excel and MS-Powerpoint.
- Basic Knowledge of Indices and Price Analyses Statistical Processes and Concepts.
- Ability to pay attention to detail.

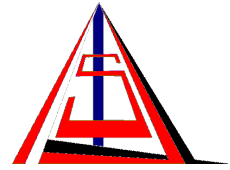
### **Duties**

1. Enters information from the initialized questionnaire into the general Excel Storage File.
2. Maintains a hard copy file for initialized questionnaires.
3. Updates the "Establishments Selected for PPI file" based on incoming initialized questionnaires.
4. Generates follow-up questionnaires for price collection in subsequent months and monitors outstanding prices by sending out follow-up questionnaires for all outstanding months.
5. Assigns each product to be tracked in the PPI a code according to the code numbers assigned to different categories of products.
6. Assigns each Establishment in the PPI Sample a JIC Code as well as a unique number.
7. Checks monthly follow-up questionnaires against the PPI Returns Form for verification and signs and dates these PPI Returns Forms as proof of completion
8. Enters prices for current month into the Master storage file and signs and dates the Returns Form as proof of data entry.
9. Generates follow-up forms for subsequent months.
10. Sorts follow-up questionnaires for monthly field assignments by supervisory area as well as prepares, signs and dates Dispatch Form by supervisory area.
11. Maintains the Monthly PPI Follow-up Questionnaire hard copy file.
12. Updates electronic file with Product specification changes derived from follow-up questionnaires.
13. Generates a monthly report of companies with outstanding prices.
14. Updates electronic tracking system of PPI establishments in terms of monthly questionnaires dispatched and returned.
15. Maintains manual file for Dispatch and Return Forms.

16. Assists with routine calculations to generate index.
17. Keeps current record of establishments with outstanding information and keep statistician abreast of developments.
18. Any other duties that may be assigned.

*Applications should be submitted by February 8, 2012 to:*

**The Human Resource Manager  
Corporate Services Division  
7 Cecelio Avenue  
Kingston 10.**  
or [h-r@statinja.gov.jm](mailto:h-r@statinja.gov.jm)



**Statistical Institute of Jamaica**

***N.B. Only short-listed candidates will be contacted.***