



Statistics Botswana is a Parastatal Organisation established under the Statistics Act, 2009. The role of Statistics Botswana is multi – faceted and, as the pre – eminent agency responsible for the development and management of official statistics, its duties include and are not limited to;

The collection, processing, analysis, publishing and disseminating of official statistics in areas such as, commercial and industrial activities, agricultural social, economic, environmental, energy, communications and household conditions. Statistics Botswana is now seeking to recruit a highly motivated, innovative, and experienced professional to fill the following position;

REF NO 2/2018 : STATISTICIAN, HEALTH STATISTICS

MAIN PURPOSE OF THE JOB

- Responsible for tabulation and production of Health Statistics and Indicators
- Assist Senior Statistician in tabulation, analysis and production of Health Statistics reports
- Assist Senior Statistician with supervision of data processors and other junior officers

KEY PERFORMANCE AREAS AND RESPONSIBILITIES:

- Develop tabulation plan, prepare relevant table specifications and Prepare and format results tables cross-analysed by relevant variables
- Undertake diagnostic coding where required and Review code lists, adjust and rationalize where required Process data for statistical modelling and graphic analysis
- Assist Senior Statistician to validate, tabulate, analyse and produce Health Statistics reports
- Act as Technical Person in the training of enumerators and perform first line / sample quality control on data collected to verify accuracy and integrity of data
- Prepare specifications for data entry, editing, validation, weighting and generation of summary tables by the Data Management team
- Use baselines or historical data to enhance time series analysis
- Liaise with Standards, Methods and QA division for sampling design and determination of the types and sizes of sample groups to be used
- Liaise with Standards, Methods and QA division in designing and revision of data collection instruments subject to (a) inputs from internal and external stakeholders as required, (b) internal quality assurance and reviews, and (c) outcomes of pre- testing and pilot testing exercises
- Provide relevant, timely and quality data in response to both anticipated needs as well as specific requests from other internal, external stakeholders, regional and international organisations.

QUALIFICATIONS:

- At least a Bachelor' s Degree in Health Information Management/ Epidemiology/ Bio-Statistics, Statistics and Demography & Statistics
- Or Any other equivalent/relevant qualification cceptable to Statistics Botswana

WORK EXPERIENCE

At least five (5) years practical and progressive experience of working in a statistical environment

REQUIRED COMPETENCIES

Technical Competencies

- Ability to use of statistical programmes/systems to analyse and evaluate Education and Health data
- Understanding of International Classification of Diseases (ICD) Ability to formulate new strategies and technical approaches with respect to the processing, management and dissemination of Health statistics
- Knowledge of statistical methods, techniques and principles
- Knowledge of International Standard Industrial Classification (ISIC)
- Knowledge of Statistical packages such as SPSS, CPro, or STATA

OTHER COMPETENCIES

- Creativity, innovation, flexibility and analytical thinking
- Results oriented and performance driven
- Decisiveness and assertiveness
- Communication, influence, impact and relationship building
- Service oriented and client focus
- Teamwork and interpersonal skills

REF NO 3/2018: STATISTICIAN-HEAD SATELLITE OFFICE

MAIN PURPOSE OF THE JOB

- Provide an overall oversight on running of the satellite Office
- Oversees the smooth running of data collection activities on prices, business surveys and administrative records within jurisdiction and ensure timely completion
- Liaise with the stakeholders and disseminate statistical information

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Field services

- Prepares work plans for data collection on prices, business surveys

- and administrative records,
- Prepares data collection schedules
- Supervise the batching and despatch of completed questionnaires to Regional Coordinator Office

Overall supervision

- Provision of general oversight of the Satellite Office
- Provide quality services to stakeholders as per service standards
- Plan work of field assistants, estimate resource needs, assign tasks and supervise their works
- Provide advice and guidance as and when required to the subordinates

Administrative services

- Oversee the provision of IT services, financial and general supplies services, general administration, and personnel administration in the Satellite Office
- Ensure availability of all materials and equipment as per the need of the satellite Office operations
- Ensure close and timely liaison with the Regional Coordinator for matters that are beyond own level of competence and authority
- Dissemination and Advocacy
- Develop and maintain relations with district, sub-district, and other key local authorities to enhance stakeholder engagement in the provision of official statistics;
- Play a leading role in publicising and marketing Statistics Botswana, the satellite office, and the organization's products and services in the area;
- Write articles of all activities that are carried out by the office in the area, these articles will be published in both Statistics Botswana internal and external newsletter;

QUALIFICATIONS:

- At least a Degree in Statistics, Population Studies, a combination of Statistics and other domain fields or any other equivalent qualification acceptable to Statistics Botswana
- A clean Class B valid driver's licence is a requirement

WORK EXPERIENCE

At least five (5) years practical and progressive experience of working in a statistical environment.

REQUIRED COMPETENCIES

Technical competencies

- Knowledge of field management practices, methods, techniques, principles etc.
- Computer literate.

OTHER COMPETENCIES

- Creativity, innovation, flexibility and analytical thinking
- Results oriented and performance driven
- Decisiveness and assertiveness
- Communication, influence, impact
- Service oriented and client focus
- Team building, supervisory and planning skills

REMUNERATION

Statistics Botswana offers an attractive and competitive package.

Prospective candidates meeting the above requirements should quote the reference number of the position and submit applications together with comprehensive Curriculum Vitae, certified copies of Certificates, ID and names and addresses of two referees to:

Statistician General
Statistics Botswana
Private Bag 0024
GABORONE

Or hand delivers to;

Statistics Botswana
Finance House
Khama Crescent
Plot 8843
Corporate Services – 4th Floor Gaborone
Closing date: 14th March 2018