

## **VACANCY ANNOUNCEMENT** **GOVERNMENT STATISTICIAN**

The Ghana Statistical Service invites applications from suitably qualified Ghanaians, who are goal-oriented, results-driven with exceptional leadership qualities for appointment to the position of Government Statistician.

### **I. JOB PURPOSE**

Under the direct supervision of the Governing Board of the Ghana Statistical Service, the Government Statistician has the overall responsibility to build and maintain a highly reputable national statistical system through the Service's strategic leadership, technical and administrative direction, in accordance with the Statistical Service Law, 1985 (PNDC Law 135), for the achievement of the mandate of the Service.

### **II. DUTIES AND RESPONSIBILITIES**

#### **1. Oversees formulation, development and monitoring of statistical policies and strategic plans**

- (a) Directs the development of statistical strategic goals and objectives in line with national policies and priorities.
- (b) Gives direction and leadership towards the formulation and implementation of statistical policies and strategic plans.
- (c) Ensures the achievement of the Service's mission, strategy and annual, medium-term and long term goals and objectives.

#### **2. Enhances the availability and use of quality social, economic, financial and environment statistics**

- (a) Ensures the timely collection, compilation, processing, analysis, management and interpretation of quality official statistics.
- (b) Oversees the undertaking of statistical inquiries including, national censuses and sample surveys, following sound methodologies and the deployment of appropriate technology and geographical information systems.
- (c) Organizes a coordinated scheme of accurate and reliable economic and social statistics, and conditions of residents of Ghana.
- (d) Promotes the effective use of statistics and stimulates research activities.
- (e) Develops and maintains an internationally acknowledge and user-responsive national social and economic database.
- (f) Pursues appropriate public awareness of statistical collections and activities.

**3. Oversees the development and implementation of harmonized methodologies, system development and database management**

- (a) Promotes the coordinated production, storage and delivery of official statistics in order to advance the quality, consistency, comparability and optimum use of official statistics.
- (b) Formulates quality criteria and establish standards, classifications and procedures for statistic.
- (c) Ensures the adaptation and use of relevant internationally accepted classification systems, concepts and definitions in all statistical surveys and research.
- (d) Ensures compliance to standard dissemination and archiving practices for official statistics.

**4. Ensures efficient management of corporate services for the Statistical Service and adherence to the legal frameworks**

- (a) Provides strategic direction and ensures the efficient supervision, and coordination of both the technical and administrative activities of the Service for the achievement of its objectives.
- (b) Exercises oversight responsibility for the efficient and effective management of the resources (human, material, financial) of the Service.
- (c) Ensures the performance appraisal of staff of the Service according to laid down rules and regulations.
- (d) Maintains regional offices having regard to the needs for official and other statistics for the regional administrations and other organs of state.
- (e) Initiates action for the formulation, implementation and monitoring of policies and programmes of the Service.
- (f) Ensures adherence to the relevant legal, financial management, procurement and administrative frameworks, as well as prescribed ethical standards.
- (g) Establishes and regularly reviews with the Board a plan for staff development, succession, employee compensation and benefits.
- (h) Recommends yearly budgets for Board approval and prudently manage Service's resources.

**5. Ensures efficient coordination and management of the National Statistical System**

- (a) Provides professional leadership to statisticians across the national statistical system and advice to other organs of state at all levels of administration on statistical matters.
- (b) Coordinates statistical information within the National Statistical System (NSS).
- (c) Collaborates and builds relationships with government and other stakeholders in carrying out the mandate of the Service.
- (d) Provides technical direction and support to metropolitan, municipal and district assemblies in their statistics and research operations.
- (e) Coordinates the collection, compilation, analysis, publication and dissemination of statistical information from administrative sources relating to the commercial, industrial, agricultural, social, financial, economic and other activities.
- (f) Ensures regular and timely communication between the Service and stakeholders of the national statistical system, both producers and users of statistics and the general public.

**6. Manages and oversees adherence to the required disclosure of information**

- (a) Monitors adherence to security, disclosure and confidentiality of information.

**7. Support operations and administration of the Board**

- (a) Advises the Government and the Ghana Statistical Service Governing Board on all matters relating to statistics.
- (b) Submits annual and other periodic reports on the Service's activities to the Governing Board.
- (c) Serves as an ex-officio member of the Governing Board.

**8. Represents the Service at local and international levels on matters concerning the Service's development projects and operations**

- (a) Liaises with other countries and their statistical agencies with regard to statistical matters.
- (b) Ensures fulfilment of the country's international statistical reporting obligations.

### **III. QUALIFICATION AND EXPERIENCE**

- (a) At least Masters' degree in statistics, economics, demography, mathematics or related fields from a recognized institution.
- (b) A Ph.D in a relevant discipline is highly desirable.
- (c) A minimum of fifteen (15) years of experience, with progressively higher responsibility in management positions, of which at least five (5) are in leadership experience in an organization offering statistical services, research, policy development, monitoring and evaluation.
- (d) Membership of a relevant professional association/body will be an added advantage.

### **IV. COMPETENCIES AND SKILLS**

- (a) Extensive knowledge of Geographical Information System
- (b) Good knowledge of the Statistical Service Law, 1985 (PNDCL 135)
- (c) Good knowledge in statistical computing and organization of large amounts of statistics and information
- (d) Extensive leadership, networking, monitoring and management skills
- (e) Negotiating, lobbying and conflict management skills
- (f) Capacity to inspire and motivate staff
- (g) Extensive knowledge in financial, procurement, budgeting and auditing regulations
- (h) Extensive revenue mobilization and management skills
- (i) Excellent communication, interpersonal and presentation skills

### **V. TERMS OF APPOINTMENT**

The appointment is for an initial period of four (4) years, renewable upon satisfactory performance. Duty post is in Accra, Ghana. Applicants must be eligible and capable of serving a full term of four (4) years before attaining the compulsory retiring age of sixty (60) years.

### **VI. MODE OF APPLICATION**

Interested applicants are to submit six (6) copies of the following set of documents:

- (a) Application letter.
- (b) Detailed curriculum vitae with contact telephone numbers, e-mail address and three (3) referees, including contact details.

- (c) Two-page vision statement for the Ghana Statistical Service (GSS).
- (d) Brief Statement of job responsibilities in current/latest post.
- (e) Any other relevant information.

**Qualified women and people with disability are encouraged to apply.**

**The application should be addressed to:**

**THE SECRETARY  
THE GHANA STATISTICAL SERVICE GOVERNING BOARD  
GHANA STATISTICAL SERVICE  
P. O. BOX GP 1098  
ACCRA  
[kasante@statsghana.gov.gh](mailto:kasante@statsghana.gov.gh)**

**VII. CLOSING DATE**

The closing date for the submission of application is 19<sup>th</sup> March 2018