

VACANCY ANNOUNCEMENT
TWO DEPUTY GOVERNMENT STATISTICIAN POSITIONS

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 Deputy Government Statistician.

I. JOB PURPOSE

Under the direct supervision of the Government Statistician of the Ghana Statistical Service, the Deputy Government Statistician is to provide support to the Government Statistician to build and maintain a highly reputable national statistical system in accordance with the Statistical Service Law, 1985 (PNDC Law 135), for the achievement of the mandate of the Service.

(1) DEPUTY GOVERNMENT STATISTICIAN FOR OPERATIONS (DGS-O)

II. DUTIES AND RESPONSIBILITIES

Supports the formulation, adoption and monitoring of statistical policies and strategies

(a) Provides professional leadership and direction to the operational directorates/units of the Service, in the planning, programming and implementation of their activities, within the framework of the Ghana Statistical Service's Strategic Plan in congruence with the strategy for the development of statistics system-wide.

(b) Assesses periodically, the data needs and requirements of stakeholders, and develops programmes and strategies to address gaps and systemic deficiencies.

Enhances the availability of and accessibility to quality statistics

(a) Oversees the collection and compilation of social, demographic and economic data from all sources, through the conduct of statistical inquiries; maintenance of business registers and related frames; and collation of data from administrative sources.

(b) Supervises the analysis of a system of social and economic statistics and their presentation, storage and dissemination in suitable formats, both in print and electronic media, for a wide range of users of statistics.

(c) Provides leadership and guidance to the publication in print and electronic media, of economic and social statistics and indicator series generated by the national statistical system.

Ensures the harmonization and standardization of official statistics within the National Statistical System (NSS)

(a) Manages and convenes inter-agency technical advisory committees for the promotion of harmonized concepts and definition, adoption of

common methods and procedures, and maintenance of standardized classifications.

- (b) Supervises the regular reporting on progress in the production and dissemination of statistics, within the Service and the national statistical system as a whole, and the preparation of annual and quarterly reports to the Board.
- (c) Guides the adoption of the Fundamental Principles of Official Statistics and their promulgation within the national statistical system.

Supports the management of the national statistical system

- (a) Supervises and coordinates the provision of data to national, regional and interregional bodies, and to the relevant units within the Service, in accordance with performance targets on routine basis or responds to ad hoc requests.
- (b) Assists with the day-to-day operational management of the Statistical Service.
- (c) Undertakes any other duties as the Board or the Government Statistician may determine.

III. QUALIFICATION AND EXPERIENCE

- a. At least a masters' degree in Statistics or Statistics related discipline
- b. A minimum of twelve (12) years' work experience, with progressively higher responsibility in management position, of which at least five (5) years in leadership experience in an organization offering statistical services, research, policy development, monitoring and evaluation.
- c. Additional study or training in areas of ICT applications
- d. Membership of a relevant professional association/body will be an added advantage

(2) DEPUTY GOVERNMENT STATISTICIAN FOR SERVICES (DGS-S)

IV. DUTIES AND RESPONSIBILITIES

Ensures effective monitoring of statistical development policies and strategies

- (a) Provides overall direction in the development, review and implementation of programmed activities within the framework of the Ghana Statistics Development Plan (GSDP), including project/programme formulation, budgeting and implementation activities, including SWOT analysis, monitoring and evaluation of programme goals, preparation of progress reports, financial statements, and related documents

- (b) Supervises substantive review and assessment of performance of the national statistical system, through advisory and technical reference groups, consultative meetings, etc.

Guides the development and maintenance of IT- based statistical infrastructure for data collection, analysis and dissemination

- (a) Supervises and managing the production of maps and supporting materials, for field operations, and the maintenance of sampling frame/registers with geographical information system support
- (b) Provides strategic direction for the development of a fully functional ICT system with the appropriate infrastructure, applications, services, and policies aligning ICT development with the objectives of the Service's Strategic Plan and the furtherance of the goals of the GSDP
- (c) Manages the provision of library and documentation services, including supervision of preparation and cataloguing of various written outputs, expert submissions, documents and presentations by staff and consultants.

Ensures effective dissemination and communication of statistics to key stakeholders

- (a) Manages the development and implementation of an outreach and public information and statistical literacy campaign, serving as an effective spokesperson for the Service and establish collaboration and partnerships with key officials at all levels, within and outside the national statistical system
- (b) Coordinates the systematization of statistics and their dissemination to diverse users, mainly through electronic media, including website development and dissemination of statistics, responding to ad hoc requests

Promotes efficiency and professionalism of national statistical system

- (a) Supervises the design and implementation of a capacity building programme across operational levels of the national statistical system, i.e., the Statistical Service, the sector and district statistics units
- (b) Guides the provision of technical support and oversight to the district level production and use of data

Supports the management of the national statistical system

- (a) Leads the organization and hosting of international, regional and national workshops, seminars, conferences, symposia
- (b) Represents the Government Statistician on technical groups, advisory committees, and boards
- (c) Assists with the day-to-day operational management and administration of the Statistical Service
- (d) Undertaking any other duties as the Board or the Government Statistician may determine

V. QUALIFICATION AND EXPERIENCE

- (a) At least a masters' degree in social science, statistics-related discipline, communications, computer science or other relevant field
- (b) A minimum of twelve (12) years' work experience, with progressively higher responsibility in management position, of which at least five (5) years in leadership experience in an organization offering statistical services, research, policy development, monitoring and evaluation
- (c) Additional study or training in areas of ICT applications
- (d) Membership of a relevant professional association/body will be an added advantage

VI. COMPETENCIES AND SKILLS

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

VII. TERMS OF APPOINTMENT

The appointment is for an initial period of four (4) years, renewable upon satisfactory performance. Duty post is 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.

VIII. 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 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; and,

e. Any other relevant information.

Qualified women and people with disability are encouraged to apply.

**THE SECRETARY
THE PUBLIC SERVICES COMMISSION
P. O. BOX GP 1618
ACCRA**

EMAIL: info@psc.gov.gh

CLOSING DATE: Applications must be received by **1st August 2018.**