



# EMPLOYMENT OPPORTUNITY

The Statistical Institute of Belize is seeking a resourceful, results-driven and qualified candidate to fill the full-time vacant position of **Statistician II**, within the **Census, Surveys & Administrative Statistics Department (CSAS)**.

**Reports to:** Statistician I, CSAS Department

**Supervises:** Assistant Statistician II

**Duty Station:** Belmopan

## Essential Duties and Responsibilities:

- Implement methodology for sample design outlined in survey plan;
- Assist in the design of data collection instruments and manuals;
- Develop consistency checks and liaise with the Systems Development and Data Processing (SDDP) department in programming of these checks;
- Organize the piloting of data collection instruments;
- Organize and supervise the Institute's data collection activities, including training and supervision of field staff as needed;
- Develop and implement procedures for data editing (in the field or in office) and data cleaning;
- Develop and ensure compliance with quality checks procedures for data collection activities;
- Submit an administrative report for each data collection activity;
- Prepare tables as per tabulation plan;
- Undertake routine data analysis, generating tables and preparing reports as needed;
- Provide assistance as needed to other Statisticians in the conduct of research activities, and preparation of survey plans and budgets;
- Assist in the training of permanent and temporary staff;
- Assist in the development of annual work plan and budget for the department's activities;
- Ensure that all persons under your direct supervision have current performance appraisal contracts;
- Ensure that staff under your direct supervision is trained adequately in the tasks assigned to them and are knowledgeable about each other's tasks (cross-trained);
- Monitor the punctuality and attendance of the officers under your supervision;
- Represent the Institute at meetings, workshops and conferences locally and abroad;
- Assume responsibility for the Institute's assets assigned for the execution of the duties of the substantive post;
- Perform any other relevant duties required for the effective functioning of the department and Institute.

## Educational and Professional Requirements:

- Bachelor's Degree in Applied Statistics, Mathematics, Demography or related field;
- Proven experience in the field of statistics is an advantage.

## Skills and Experience Required:

- Strong analytical, quantitative and critical thinking skills;
- Supervisory experience;
- Strong computer skills;
- Excellent written and verbal communications skills;
- Very good interpersonal skills;
- Effective team player;
- Highly motivated and able to multi-task;
- Proficiency in MS Excel, MS Word, MS PowerPoint, MS Access
- Working knowledge of R, STATA, or SPSS would be an advantage.

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SIB offers a competitive salary and benefit packages including life and health insurance. Applications together with curriculum vitae, two (2) recent references, and certified copies of academic transcripts and certificates and a recent police record must be submitted by **Friday, May 10<sup>th</sup>, 2024** to:

**HUMAN RESOURCE MANAGER**  
**Statistical Institute of Belize**

1902 Constitution Drive, Belmopan OR Email Address: [anoralez@mail.sib.org.bz](mailto:anoralez@mail.sib.org.bz)

Ref: **Statistician II, CSAS Department**

**All applications will be held in strict confidence**  
**Only shortlisted applicants will be contacted for an interview**