



# EMPLOYMENT OPPORTUNITY

The Statistical Institute of Belize is seeking a resourceful, results-driven and qualified candidate to fill the vacant position of **Statistician II, Economic Statistics Department**, for a **ONE-YEAR PERIOD**.

## Reports to:

Statistician I,  
Economic Statistics Department

## Duty Station:

Belmopan



## Essential Duties and Responsibilities:

- Prepare and maintain documentation of concepts, scope, classification, methodologies and procedures used in the collection, compilation and analysis of economic statistics and ensure they are in line with international standards.
- Evaluate sources of information and statistical methods and procedures for validity, reliability and accuracy, and assist in continuously improving accordingly.
- Assist in designing economic survey methods and instruments and in conducting field checks of ongoing activities.
- Ensure the development and maintenance of a sound economic statistics and indicators database.
- Assist in the development and maintenance of a statistical business register.
- Enhance the scope and quality of economic statistics and indicators in line with user requirements.
- Conduct analysis of economic statistics produced, write technical reports in the required format, and present statistical data to the public.
- Assist with capacity building and training of staff.
- Participate in exchange with relevant partners in the production of economic statistics.
- Produce quarterly progress reports on all activities assigned and/or undertaken.
- 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 duties required for the effective functioning of the Institute.

## Educational and Professional Requirements:

- Bachelor's degree in Statistics, Mathematics, Economics or related field.

## Skills and Experience Required:

- Mature and strong interpersonal skills.
- Excellent written and verbal communication skills.
- Strong analytical, quantitative and critical thinking skills.
- Proficiency in MS Excel, MS Word, MS PowerPoint, MS Access and SPSS and other relevant statistical software.
- Highly disciplined and effective team player.
- Able to handle multiple and complex tasks and meet strict deadlines.

SIB offers a competitive salary. Application together with curriculum vitae, two (2) recent references letters, and certified copies of academic transcripts and certificates and a recent police record must be submitted by **Wednesday, July 16, 2025 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, Economic Statistics Department**

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