



EMPLOYMENT OPPORTUNITY

The Statistical Institute of Belize is seeking **TWO** resourceful, results-driven and qualified candidates to fill **TWO TEMPORARY** positions of **ASSISTANT STATISTICIAN II** for a period of **ONE YEAR**, within the **Census, Surveys & Administrative Statistics (CSAS) Department**.

ASSISTANT STATISTICIAN II

Reports to:

Statistician II

Duty Station:

Belmopan



Essential Duties and Responsibilities:

- Assist in preparing work plan and budget for assigned surveys.
- Assist with the training and supervision of temporary staff for censuses, surveys and other data collection exercises.
- Assist in managing the data collection activity for assigned surveys.
- Assist in the supervision of survey data collectors during data collection for our surveys and submit a written report after each field visit.
- Assist with the production of training manuals and materials.
- Assist in preparing weekly payroll during surveys.
- Assist in updating visitation records and urban and rural maps in accordance with the CSAS department's annual work programme.
- Assist with the coding and editing of questionnaires and other forms as necessary.
- Provide monthly written reports on all assignments performed.
- 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:

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

Skills and Experience Required:

- Mature and have strong interpersonal skills.
- Strong written and verbal communication skills.
- Minimum of two years' experience working with statistics.
- Proficiency in MS Excel, MS Word, MS PowerPoint, MS Access and SPSS.
- Highly disciplined and effective team player.
- Able to multi-task and meet strict deadlines.

Application letter together with curriculum vitae, two (2) recent reference letters, certified copies of academic transcripts and certificates and a recent police record must be submitted by Friday, October 23rd, 2026 to

HUMAN RESOURCES MANAGER

Statistical Institute of Belize

1902 Constitution Drive, Belmopan OR Email Address: anoralez@mail.sib.org.bz

Ref: Assistant Statistician II, CSAS Department

(All applications will be held in strict confidence. Only shortlisted applicants will be contacted for an interview.)