

Statistics Specialist I (FSM Department of Resource & Development) Yap

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Statistics Specialist I

PL-24/1

\$507.63 B/W + \$40.00 Cola = \$547.63B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Statistics Division
Department of Resources and Development
Yap Field Office

DUTIES (ILLUSTRATION ONLY):

Responsible for the collection, keying and submission of process on quarterly basis for the updating of the Consumer Price Index (CPI); assist with the collection, verification, coding, and data entry of social and economic statistics for the development of the national (regional and international) indicators; assist in the compilation of Annual Statistical Yearbooks, assist in supervise in various censuses and surveys to be conducted by the Statistics Unit; including data entry and conducted by the

Statistics Unit; distribute statistical publications and correspondence and maintain list of recipients/users; performs secretariat work of the branch office (i.e., schedule of appointments, answering phone maintain filing/logging system of incoming/outgoing documents, submit timecard to central office, handles travel arrangements for staff); prepare monthly activity reports and submit to supervisor; perform other duties as assigned.

Qualification Requirements:

Graduation from accredited College or University with at least an Associate of Science degree in Applied Science including related courses in statistics plus 2 years of experience in statistical support and administrative coordination, including proficiency in Microsoft office, electronic data systems, and statistics reporting.

*Secure Application Forms From and Return to FSM National Government Personnel Office or send your application, resume along with other credentials to the below email address:
personnel@personnel.gov.fm*