

JOB VACANCY



ASSISTANT STATISTICIAN x 1

JOB PURPOSE

Responsible for summarizing findings, creating reports (including charts and graphs), maintaining databases of statistical information, and keeping hard files of surveys. May perform administrative duties, such as scheduling, word processing, and data entry.

THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Check data source to verify completeness and accuracy.
2. Compile reports, charts and graphs that describe and interpret findings of analysis for management and decision makers.
3. File data and related information and maintain and update databases.
4. Participate in the publication of data and information.
5. Code data prior to computer entry.
6. Compile statistics from source materials production records, quality control, test records and survey sheets.
7. Interview employees and other stakeholders.
8. Performs such other related activities directed by supervisor

POSITION REQUIREMENTS

Qualifications:

Bachelor's Degree in Social Sciences (Statistics).

Experience:

At least three (3) years post qualification experience in a related environment.

Competencies:

- Attention to detail.
- Technical expertise.
- Procedural awareness and understanding.
- Results oriented.

Key Performance Areas

1. Availability of information.
2. Understanding of agriculture sector.
3. Timely response to assignments.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: recruitment@testrite.co.bw
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.
Applications Closing Date: 15 TH MAY 2024
ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

