



CIRCULAR MEMORANDUM NO. 42 OF 2023

MY REF: STAFF/GEN/15/05/23 (31)

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – AGRICULTURE STATISTICAL OFFICER II,
MINISTRY OF AGRICULTURE, FOOD SECURITY AND ENTERPRISE**

DATE: 26th June 2023

Applications are invited from suitably qualified persons to fill one (1) vacant position of **Agriculture Statistical Officer II, Ministry of Agriculture, Food Security and Enterprise.**

1. PURPOSE OF POSITION:

The Agriculture Statistical Officer II is responsible for collecting and analyzing national agriculture data and present results for the purpose of decision making, data storage and preservation, analysis/queries, visualization, and transfer/sharing; to maintain national agricultural statistics and market information database system; to develop and maintain profiles for commodities and trends in Agriculture

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **PREPARES** survey plan for each survey carried out by the Ministry.
2. **DESIGNS** sampling strategies.
3. **GENERATES** weights for samples.
4. **DEVELOPS** tabulation plans and report formats for each survey.
5. **PREPARES** a 'Key Finding Report' and draft press release for each survey.
6. **LEADS** in the development and maintenance of sound statistics and indicators database.
7. **EVALUATES** sources of information to determine any limitations in terms of reliability or usability.
8. **ENSURES** that the international standards, guidelines, or good practices are observed in the collection and compilation of statistics and indicators.
9. **MAINTAINS** standardized documentation of concepts, scope, classification, methodologies, and procedures used in the collection and compilation of statistics and indicators.

10. **ENHANCES** the Belize Agriculture Information System and use it to create analysis reports.
11. **ANALYSES** economic statistics, write technical reports in required format and present statistics at various public forums.
12. **WORKS** in collaboration with Statistician II and Data Analyst to compile quarterly and annual commodity reports according to established methodologies.
13. **ASSISTS** with capacity building and training of the Ministries staff (Extension and Policy Unit).
14. **FOSTERS** effective statistical coordination and exchange between the Ministry and relevant agencies and partners.
15. **REPRESENTS** the Ministry on committees, and at meetings, workshops and conferences locally and abroad.
16. **ASSUMES** responsibility for the Ministry's assets assigned for the execution of the duties of the substantive post.
17. **ENSURES** that human resource management duties for all persons under direct supervision are dealt with.
18. **ASSUMES** responsibility of the department in the absence of the Agriculture Policy Analyst.
19. **PERFORMS** any other duties required for the effective functioning of the Unit.

B. QUALIFICATION AND EXPERIENCE

- I.** Bachelor's Degree in Statistics, Mathematics, Economics, or related field, five (5) years' experience working in the statistics field and experience in Statistical Analysis and Report Writing.

II. COMPETENCIES/SKILLS

- Proficiency in MS Excel, MS Word, MS PowerPoint, MS Access and SPSS and other relevant statistical software.
- Strong knowledge of supervisory principles and practices.
- Strong interpersonal, written and verbal communication skills.
- Strong analytical, quantitative and critical thinking skills.
- Highly disciplined and effective team player.
- Ability to handle multiple and complex tasks and meet strict deadlines.

4. REPORTING RESPONSIBILITY

The Agriculture Statistical Officer II will report to the Agriculture Policy Analyst.

5. Conditions of Service

Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

6. SALARY

Government Pay Scale 17 of \$32,186 x 1,360 -\$58,026.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Monday, 10th July 2023.**



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize President,
President, Association of Public Service Senior Managers