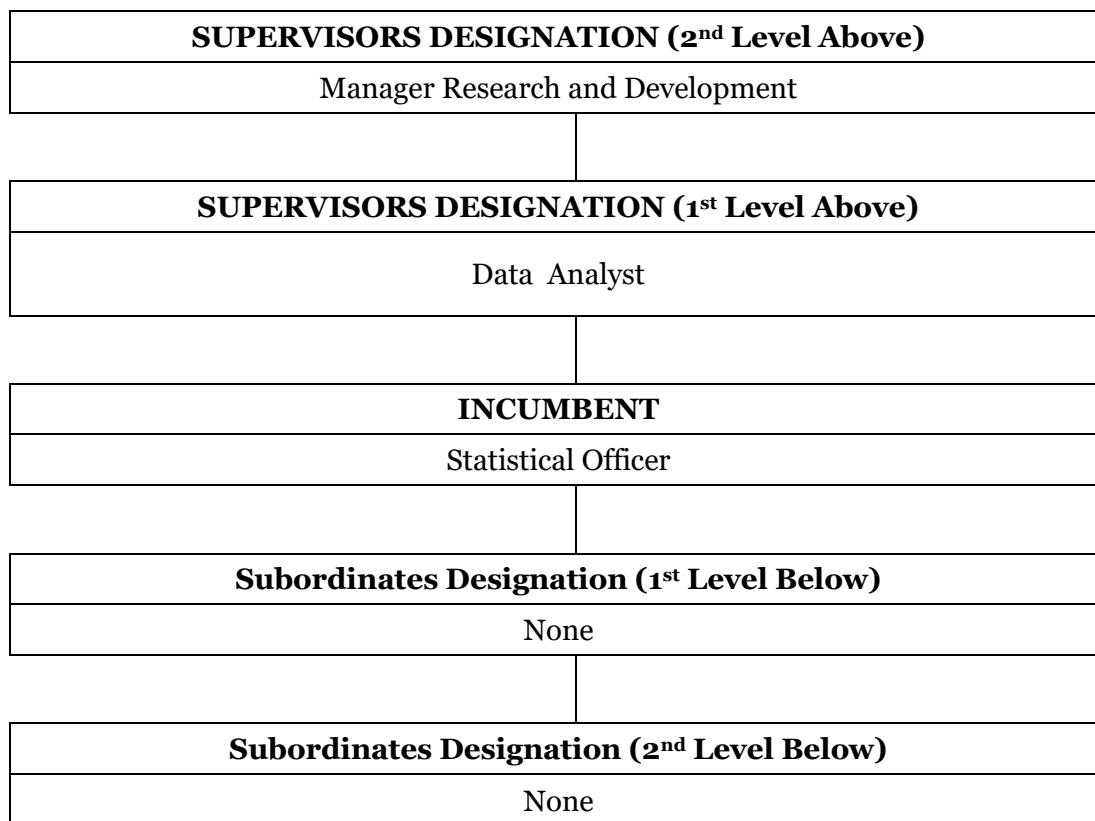


## JOB/ROLE PROFILE

<b>1. POSITION DETAILS</b>	
JOB TITLE : <b>Statistical Officer</b>	GRADE : <b>2</b>
DIVISION : <b>Planning and Modernisation</b>	REVIEW DATE : <b>February 2013</b>
LOCALITY : <b>LRA Head Office</b>	POSITION NUMBER: <b>2</b>
JOB HOLDER :	MANAGER :

**2. ORGANISATIONAL STRUCTURE**

Organisational structure showing the position with two positions above and two positions below.



**3. POSITION SPECIFICATIONS**

**3.1 EDUCATIONAL QUALIFICATIONS** (Minimum level necessary to perform the job).

Diploma in Business Studies/Statistics or equivalent.

**3.2 EXPERIENCE** (Minimum necessary before being considered for the Job)

1 year relevant experience.

**3.3 TRAINING** (Essential training necessary in addition to the above experience to perform the job).

GENERIC	BASIC/CORE
<ul style="list-style-type: none"> <li>• LRA policies and procedures</li> <li>• IPMS/Induction</li> <li>• Customer care</li> </ul>	<ul style="list-style-type: none"> <li>• Data Processing</li> <li>• LRA Revenue policies and procedures.</li> </ul>

**3.4 PERIOD OF ON-THE-JOB TRAINING**

3 to 6 months

**3.5 CORE COMPETENCIES**

<ul style="list-style-type: none"> <li>• Numeracy</li> <li>• Communication – verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Judgemental Skills</li> <li>• Presentation Skills</li> </ul>
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<b>3.6 PURPOSE:</b>		
Collect and capture data and statistical information to feed into the analysis processes		
<b>Key Performance Areas</b>		<b>Key tasks</b>
<b>1</b>	<b>DATA COLLECTION AND CAPTURING</b>	<ul style="list-style-type: none"> <li>• Collect, collate and capture data required for analysis.</li> <li>• Update the LRA Revenue and Trade statistics repository to provide information for internal and external consumption.</li> <li>• Reconcile Revenue collection and trade data with relevant stakeholders in order to update LRA Data Repository with accurate data.</li> </ul>
<b>2</b>	<b>REPORTS AND PUBLICATIONS</b>	<ul style="list-style-type: none"> <li>• Provide inputs to trade statistics reports periodically for analysis.</li> <li>• Provide inputs to monthly and quarterly revenue and trade statistic reports.</li> <li>• Provide relevant stakeholders with trade data statistics.</li> </ul>