**23rd October, 2024**

The Director,

Planning and Business Development,

NIPOST Headquarters,

Garki, Abuja.

**RE: SUBMISSION OF DUTY SCHEDULE FOR ALL STAFF UNDER YOUR UNIT**

Sequel to the above subject matter, kindly find attached the Duties and Responsibilities of the staff members of Statistics Unit.

**Larai Mohammed Agaie**

**Assistant Director P&BD**

**Duties and Responsibilities of Research and Statistics Unit Officers**

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| **S/N** | **NAME** | **P/N** | **GL** | **RANK** | **DUTIES AND RESPONSIBILITIES** |
| 1 | Larai Mohammed Agaie | 94586 | 15 | Assistant Director | Supervision of compilation and analysis of departments inputs of annual report into one reference document for report organization.  • Data collection and analysis for UPU statistics year book.  • Data collection and analysis for ECOWAS digital obstructor (ECOWAS) for post and telecommunication/ ICT (focal person).  • Supervision of compilation analysis of PMG weekly report on revenue, expenditure and debt recovery.  • Data collection and analysis for bureau of statistics and other stakeholders. |
| 2 | Sadisu Shamsudeen | 101080 | 10 | Planning Officer 1 | Developing e-government strategies of the organization.  • Implementation of the organization e-government projects at all levels.  • Leveraging on ICT as a tool for efficiency in the department.  • Responsible for continues improvement and optimization of e-government services.  • Perform Monthly Data analysis.  • Translate ICT strategy into well-articulated objectives for the ICT department and develop a structured implementation plan for e-government. |
| 3 | Bagudu Usman Bashaba | 102661` | 9 | Strategy Officer 1 | Analyze and presenting data by adapting statistical methods in order to solve specific problems in particular when in doubts or sharp deviations in a particular data/information.  • Apply sampling techniques or utilize complete enumeration bases in order to determine and define groups to be surveyed in relation to qualitative data such as patronage of NIPOST’s products and services, market shares etc.  • Analyze and interpret statistical data in order to identify significant differences in relationships among sources of information in NIPOST (Activities of CBUs and responsibility centers)  • Compilation of returns on post office boxes and private mail bag.  • Evaluate sources of information in order to determine any limitations in terms of reliability or usability. |
| 4 | Abdullahi Hadiza Wushishi | 101687 | 9 | Strategy Officer 1 | Apply robust technology and linkages for ease of data storage, retrieval and seamless management of NIPOST data for internal and external stakeholders.  • Liaise with all divisions and departments on a weekly and monthly basis to collate predefined performance information.  • Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy.  • Compilation and update of post offices in Nigeria. |
| 5 | Fadairo Motunrayo Mary | 102843 | 9 | Strategy Officer 1 | Collect and manage data using appropriate software, technology so that it can be used to analyze business functions, productivity and redundancies.  • Ensure that the data are collected properly, observing any legal or ethical standards are met, especially for data that involves personal information of employees, supplies and business partners.  • Apply robust technology and linkages for ease of data storage, retrieval and seamless management of NIPOST data for internal and external stakeholders.  • Data collection and analysis for bureau of statistics and other stakeholders.  • Compilation and analysis of mail volume. |
| 6 | Nnaemeka Onyinye Christiana | 104057 | 8 | Planning Officer 2 | • Perform Monthly Data analysis.  • Liaise with all divisions and departments on a weekly and monthly basis to collate predefined performance information.  • Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy.  • Compilation and update of post offices in Nigeria.  • Compilation and analysis of mail volume. |

Above submitted as requested for your perusal ma.

**Larai Mohammed Agaie**

**Assistant Director P&BD**