

JD 08 JOB DESCRIPTION FOR STATISTICIAN

Job Title:	Statistician
Grade:	KS 8
Ministry /Corporation:	Kenya Bureau of Standards
Directorate/Division:	Finance and Strategy
Department:	Planning and Strategy
Section / Unit:	Research and Development
Location / Work station:	KEBS Head Office - Popo Road, Off Mombasa Road

Reporting Relationships

Reports to: Assistant Projects Manager

Indirect Reports: N/A

Job Purpose

The job holder is responsible for carrying out fundamental research and statistical analysis of data for purposes of monitoring and measurement of the processes' performance and staff in the organization.

Key Responsibilities / Duties / Tasks

• Managerial / Supervisory Responsibilities

- Participates in development of the Sectional Work plan and budget;
- Participates in implementation of performance management system in the Research and Development Section.
- Assists in preparation of monthly, quarterly and annual sectional reports.
- Participates in departmental meetings.
- Participates in committee meetings as appropriate.

• Operational Responsibilities / Tasks

- Collects, Analyses and Interprets data on the performance of KEBS processes and converts it into information for decision making.
- Designs, develops, validates and optimizes research studies for purposes of determining effectiveness and efficiency of KEBS processes.
- Compiles reports, charts, and tables based on established statistical methods and communicates the information to users.
- Performs meta-analyses by pooling data from several studies for use in KEBS decision making.
- Provides research and administrative support to the different departments in KEBS by data analysis, proposal writing, project evaluation and reporting.
- Participates in research on the impact of standardization on the performance of Kenyan industries.
- Analyses Balanced Scorecard data relating to individual and departmental performance.
- Analyses data for the KEBS Quality Management System and other management systems and interprets it for decision making.

- i) Maintains the integrity of KEBS data and information.
- j) Participates in the standards development technical committees and other technical meetings as a resource person on measurements.

Job Dimensions:

I. Financial Responsibility:

- a) Participates in development of sectional budgets.
- b) Makes recommendations for approval of expenses for technical work.

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institution.

III. Decision Making:

Makes operational decisions.

IV. Working Conditions:

Works predominantly within the office.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Bachelor's degree either Bachelor's degree in Economics, Mathematics, Statistics, Management, Monitoring & Evaluation from a recognized institution.

Professional Qualifications / Membership to professional bodies

Registered with relevant professional body.

Previous relevant work experience not required.

N/A

Need to know:	Attributes:
Knowledge of <ul style="list-style-type: none"> a) Research methods. b) Different statistical analysis tools, scientific rules and methods to solve problems. 	Skills <ul style="list-style-type: none"> a) Leadership skills. b) Basic Strategic skills. c) Project management skills. d) Good IT skills. e) Strong problem-solving skills. f) Analytical skills. g) Stress management skills. h) Interpersonal skills. i) Ability to mentor own staff. j) Negotiation skills. k) Communication skills. Abilities <ul style="list-style-type: none"> a) Ability to analyse, model and interpret data. b) Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. c) Ability to communicate effectively. d) Ability to attain a high level of accuracy and attention to detail.

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- e) The ability to plan work and meet deadlines.

Personal Attributes

- a) Integrity
- b) Assertiveness
- c) Team Player
- d) Positive Attitude
- e) Creativity
- f) Innovation
- g) Proactive