



DIVISION OF FINANCE, TRADE AND THE ECONOMY

EMPLOYMENT OPPORTUNITY

SURVEY DESIGN ANALYST, ECONOMIC MANAGEMENT AND RESEARCH UNIT, DIVISION OF FINANCE, TRADE AND THE ECONOMY

The Administrator, Division of Finance, Trade and the Economy invites applications from suitably qualified persons for the office of Survey Design Analyst, on contract.

The incumbent will be required to design and conduct surveys for statistical work in the Economic Management and Research Unit within the Division of Finance, Trade, and the Economy of the Tobago House of Assembly.

KEY DUTIES AND RESPONSIBILITIES:

- ❖ Designing and conducting surveys required by the Unit.
- ❖ Collaborating with the Central Statistical Office in the administration of national surveys.
- ❖ Assisting in the general execution of surveys that might be undertaken for other Divisions of the THA.
- ❖ Collecting data from surveys or questionnaires, including administering surveys to collect information from respondents
- ❖ Conducting surveys using a variety of methods such as telephone interviews, focus groups, online surveys, and mail surveys
- ❖ Other duties and responsibilities that are consistent with the position of Survey Design Analyst

KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Sound Knowledge of Survey Methodology in Social Sciences;
- ❖ Proficiency in Microsoft Office Suite;
- ❖ Knowledge of statistical software; and
- ❖ Good oral and written communication.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- ❖ Candidates should possess a B.Sc. in a Social Science with an emphasis on statistics and survey design and three (3) years experience in a similar role.
- ❖ A Master's in Development Statistics would be an asset
- ❖ Knowledge of statistical software such as EViews, Stata, and Excel.

SUBMISSION OF APPLICATIONS

Applications including Curriculum Vitae giving details of relevant qualifications and experience together with copies of all certificates and two (2) references should be submitted to the Human Resource Unit on or before **March 1, 2024, at 3:30 pm** and should be addressed to :

Administrator

Division of Finance, Trade and the Economy

Victor E. Bruce Financial Complex

6-10 Post Office Street, Scarborough

Tobago

Or via email to

hr@finance.tha.gov.tt

Please indicate Attention Human Resource Officer II on the envelope