

VACANCY ANNOUNCEMENT

The Ghana Statistical Service is the government agency charged with the responsibility of providing quality, relevant, accurate and timely statistical information for the purpose of national development. It has offices in all the sixteen regions of the country.

The Service invites applications from qualified Ghanaians, who are goal-oriented and results-driven to apply for the under-listed positions within the Service:

- A. Data Scientist
- B. Geographic Information System Officer
- C. Information Technology Officer
- D. Human Resource Management Officer
- E. Accountant
- F. Data Processing Officer
- G. Demographer
- H. Macroeconomist

All recruited persons can be posted to either the head office in Greater Accra or any of the 16 Regional Offices across the country.

1. DATA SCIENTIST

Grade: Statistician

JOB PURPOSE

To provide technical support to automate statistical processes, enhance precision in the production of statistical outputs and harness new data sources to improve the scope and scale of data products accessible to policymakers and other data users.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities are as follows:

- a. Transform diverse data formats including spatial, administrative, big data, and pictorial into analyzable forms using contemporary data mining and artificial intelligence techniques.
- b. Develop algorithms and employ machine learning techniques to analyse complex, large and multiple datasets.
- c. Compile and provide adjustment factors to address biases across different sources and modes of data collection.
- d. Forecast outcomes of a wide range of socio-demographic, behavioural and economic variables.
- e. Adapt off-the-shelf tools for monitoring and evaluating a wide range of data within Ghana Statistical Services, across the National Statistical System, and national and sub-national policy making units.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree from an accredited tertiary institution in any of the following: Statistics, Technical Demography, Engineering, Computer Science, Geography, Economics, Mathematics, Sociology and related fields.
- b. Must have completed one-year national service.
- c. Must have at least two years' work experience in the data science landscape, which include Data Analyst, Data Engineer and Machine Learning Engineer at a reputable organisation.

COMPETENCIES AND SKILLS

- a. Programming knowledge (R, Python, SQL etc)
- b. Applying machine learning techniques such as clustering, algorithms, decision tree learning and artificial neural networks.
- c. Handling, management and analysis of traditional and non-traditional data.
- d. Modelling complex socio-demographic, behavioural and economic conceptual frameworks.

- e. Employing advanced statistical and econometric estimation techniques including parametric and non-parametric regression models.
- f. Writing manuscripts, journal articles and policy briefs.

2. GEOGRAPHIC INFORMATION SYSTEM (GIS) OFFICER

Grade: Statistician

JOB PURPOSE

To provide technical support to intensify the use of Geographic Information System Techniques to build and maintain GIS databases.

DUTIES AND RESPONSIBILITIES

- a. Prepare and maintain customized GIS databases.
- b. Create static and dynamic maps for surveys and censuses.
- c. Manipulate and present geographical information by developing programmes to convert GIS information to other formats.
- d. Recreate geographical spaces using GIS techniques and remote sensing imagery.
- e. Integrate different geo-spatial data resources.
- f. Analyse and integrate GIS data with other data sources to assess relationship across a wide range of socio-demographic, behavioural, spatial, environmental and economic variables.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree from an accredited tertiary institution in GIS, Geo-informatics, Geography, Remote Sensing, Geodetic Engineering, Geology, or related subject
- b. Must have completed one year national service;
- c. Must have at least two years' work experience.

COMPETENCIES AND SKILLS

- a. Computer proficiency and programming skills with tools such as python, GIS Software and SQL
- b. Analytical skills, meticulous and time management skills
- c. Writing manuscripts, journal articles and policy briefs.

3. INFORMATION TECHNOLOGY OFFICER

Grade: Programmer

JOB PURPOSE

To provide technical support to enhance the automation of functional applications of the Service.

DUTIES AND RESPONSIBILITIES

- a. Design and create prototypes according to specifications
- b. Write source code to programme applications
- c. Perform unit and integration testing of application
- d. Troubleshoot and debug applications.
- e. Conduct functional and non-functional testing of applications.
- f. Develop technical documents and user manuals.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree from an accredited tertiary institution in Computer Science, Information Technology or other relevant subject areas.
- b. Must have completed one-year national service.
- c. Must have at least two years' experience in software development.

COMPETENCIES AND SKILLS

- a. Developing applications
- b. Programming in languages such as C#, Java (J2EE)
- c. Employing visualization software such as Metabase, Power BI, and Tableau.
- d. Programming in diverse operating systems.
- e. Analytical thinking and problem-solving capability.
- f. Deploying solutions using containers and other cloud technologies.

4. HUMAN RESOURCE MANAGEMENT OFFICER

Grade: Human Resource Officer

JOB PURPOSE

To provide operational and administrative support for the effective management of the human capital of the Service.

DUTIES AND RESPONSIBILITIES

- a. Coordinate all efforts related to on-boarding and off-boarding of all full-time, part-time and contract staff.
- b. Evaluate and manage staff performance and professional development plan.
- c. Facilitate promotion, posting, secondment and transfer of staff.
- d. Facilitate the management of labour issues in accordance with existing labour law, regulations and practices to ensure industrial harmony.
- e. Coordinate training programmes and schedules.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree in Business Administration (Human Resource), Social Sciences or relevant fields from an accredited tertiary institution.
- b. Must have completed one year national service
- c. Must have at least two years' work experience

COMPETENCIES AND SKILLS

- a. People management and Organisational skills
- b. Negotiation skills
- c. Proficiency in Microsoft Word, Excel and Power Point
- d. Application of the Public Services Commission Human Resource Management Policy Framework and Manual
- e. Communication and Presentation skills.

5. ACCOUNTANT

Grade: Accountant

JOB PURPOSE

To ensure that Government of Ghana and Project funds received are applied in accordance with applicable regulations and accounted for properly.

DUTIES AND RESPONSIBILITIES

- a. Prepare work plans, budgets and forecasts.
- b. Prepare monthly, quarterly and annual financial statements.
- c. Maintain a Fixed Assets Register.
- d. Provide accounting support to all assigned projects.

- e. Liaise with internal and external auditors and resolves all audit queries.
- f. Process all transactions on GIFMIS platform.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree in Accounting, Finance or a related discipline from a recognized tertiary institution.
- b. A member of a recognised professional accounting body CA, ACCA, CPA, CIMA (Part qualified)
- c. Must have completed one year national service
- d. Must have at least two years' work experience

COMPETENCIES AND SKILLS

- a. Use of tailor-made and generic accounting software.
- b. Presentation and reporting skills.
- c. Proficiency in Microsoft Word, Excel and Power Point
- d. Application of the Public Financial Management Act 2016 (Act 921), Internal Audit Agency Act 2003 (Act 658) and other relevant financial laws.

6. DATA PROCESSING OFFICER

Grade: Programmer

JOB PURPOSE

To provide technical support in data capture, processing, tabulation, analysis, dissemination, documentation and archiving

DUTIES AND RESPONSIBILITIES

- a. Develop data capture applications
- b. Write syntax and develop programmes for data monitoring, processing and analysis.
- c. Conduct real time and batch data processing for the different stages of data life-cycle.
- d. Organize, document and catalogue all data for processing and archiving and dissemination.

QUALIFICATION AND EXPERIENCE

- a. A minimum of a Master's degree from an accredited tertiary institution in Mathematics, Statistics, Computer Science, Management Information Systems, Economics or any other relevant subject area.
- b. Must have completed one year national service.
- c. Must have at least two years' work experience in data management and analysis.

COMPETENCIES AND SKILLS

- a. Analytical skills
- b. Developing data capture applications
- c. Use of statistical packages such as Stata, SPSS, R, Python, Excel and CSPro

7. TECHNICAL DEMOGRAPHER

Grade: Statistician

JOB PURPOSE

To provide technical support in data evaluation and analysis of fertility, nuptiality, migration, Life Table, global health and mortality statistics.

DUTIES AND RESPONSIBILITIES

- a. Develop analytical frameworks using statistical methods and techniques.
- b. Design and collect a wide range of demographic, and socio-economic, behavioural, spatial and environmental variables.
- c. Prepare and link large-scale datasets (i.e. survey data with census data; administrative data with surveys and censuses information).
- d. Analyse and interpret demographic variables.
- e. Write manuscripts, journal articles and policy briefs.

QUALIFICATION

- a. A minimum of a Master's degree from an accredited tertiary institution in any of the following: Demography, Population Studies, Sociology, Geography, Economics, Statistics, Mathematics or related fields;
- b. Must have completed one year national service
- c. Must have at least two years' work experience.

COMPETENCIES AND SKILLS

- a. Analytical skills in Excel, Stata, SPSS, R, Spectrum, Mortpak, Demproj, CSPro or any analytical software.
- b. Integration of complex survey designs and large datasets
- c. Data collection, management and presentation skills

8. MACROECONOMIST

Grade: Statistician

JOB PURPOSE

To provide technical services to support efforts at deepening analyses and discussions on public policies.

DUTIES AND RESPONSIBILITIES

- a. Build and maintain both static and interactive database of all macroeconomic indicators either generated by GSS or any other agency
- b. Review, document and update theoretical and conceptual relationships among key macroeconomic indicators
- c. Generate and disseminate trends and patterns among key macroeconomic indicators
- d. Compile all public policies and synthesize macro-economic public policies
- e. Write periodic reports, articles and policy hints to advice government Ministries, Department and Agencies on historical and other country experiences on the relationships between key macroeconomic indicators.

QUALIFICATION

- a. A minimum of a Master's degree from an accredited tertiary institution in Economics, Statistics, Mathematics and related fields;
- b. Must have completed one year national service
- c. Must have at least two years' work experience

COMPETENCIES AND SKILLS

- a. Application of macroeconomic theories
- b. Building and applying macro-econometric models and estimation techniques
- c. Proficiency in the use of macro-econometric software
- d. Application of tailor-made macro-economic models for Ghana, the IMF Financial Programming methodologies and macroeconomic Diagnostics and other public policy modelling tools
- e. Research aptitude
- f. Writing and Presentation skills

HOW TO APPLY

Interested and qualified applicants are to submit their application letters and CVs to the address below:

**The Director
Human Resource Directorate
Ghana Statistical Service
P. O. Box GP 1098
Accra**

OR

Via Email : gsadmin@statsghana.gov.gh

Qualified Women and Persons with disability are encouraged to apply

Closing Date: 18th April, 2022