

Administration Officer 5 (Data Management)

Number of Posts: 1

Contract Type: Full-time Indefinite

Job description

The National Statistics Office is looking for talented individuals who are keen to join the Office in the position of Administration Officer 5 with specialisation in Data Management.

The prospective employee will be employed for a full-time definite period of two (2) years and will be deployed within the Data Management Unit or any other unit according to the exigencies of the Office.

Besides an excellent level of written English and verbal communication skills, the successful candidate must have sound knowledge of Microsoft Office applications (preferably qualified with a European Computer Driving License - ECDL), very good analytical, communication and presentation skills, and the ability to plan and manage multiple projects within stipulated deadlines.

Responsibilities:

[The full job description may be viewed here.](#) The key responsibilities of an Administration Officer 5 with specialisation in Data Management include:

- Coordination and supervision of surveys carried out by the NSO;
- Assistance in the development of data collection tools to ensure optimal efficiency, including but not limited to requirements gathering, testing of IT tools and regular updating of interviewers' database;
- Regular data verification, quality controls and data audits;
- Linking of data from different sources to ensure data completeness and integrity;
- Ensuring that the use of appropriate methodologies and procedures are being applied in order to produce reliable and unbiased results;
- Participation in interviewers' training briefings and assistance in day-to-day queries; and
- Lead certain statistical processes such as the collection and preparation of data for further analysis, coordinate and supervise the work done by the interviewers and manage the data entry and coding processes.

Requirements:

By the closing time and date of this call for applications, applicants must be in possession of:

- An MQF Level 5 Diploma (subject to a minimum of 60 ECTS/ECVET credits, or equivalent) in a relevant subject area* together with seven (7) years, or equivalent, of relevant experience;

OR

- An MQF Level 6 or higher qualification in a relevant subject area*

*Relevant subject areas include Mathematics or Statistics and Operations Research, Public Policy, Human Resource Management, Business Management, Marketing or Accountancy or Banking & Finance or Economics, International Relations or European Studies or Social Sciences or Psychology or Law.

Prospective applicants should also be able to demonstrate a good command of the English language, together with Maltese or any other official European language, and are also kindly requested to read and abide by the following eligibility requirements

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications.

Prospective applicants are also kindly requested to read and abide by the following [eligibility requirements](#).

Training provided

NSO employees are provided one-to-one on job training and mentorship. Other training initiatives include yearly Information Security tuition, Public Service training programmes, European Statistical Training Programmes and tailor-made training programmes.

Salary

The position of an Administration Officer 5 offers an annual starting salary of €28,284, rising by annual increments subject to a positive performance review. This remuneration excludes qualification allowances and any overtime pay, which is reimbursed separately on an ad-hoc basis, as need arises.

Any assistance with accommodation/relocation

None

Any other benefits:

The NSO strives to offer:

- A friendly working environment;
- Reduced summer working hours;
- Family friendly measures and work-life balance;
- Health insurance coverage;
- Flexible working arrangements;
- Training and incentives for continuous development;
- Hybrid working; and
- Opportunities for pursuing further studies including scholarships.

How will the interviews be held?

All applications received will be acknowledged. Thereafter, shortlisted candidates will be invited for a virtual interview of approximately 60 minutes.

Interviews are held in English and via Microsoft Teams video calls.

Present at the interview are usually 3 members of the interviewing board, plus an HR member acting as rapporteur. Interviews include a discussion about the role, the candidates' technical knowledge and competence related to the role, in certain cases an improvisational test scenario related to the role, and an assessment of the candidates' background and experiences as conveyed within their CV.

To apply:

Interested applicants can submit the following documentation in English, addressed to the Director for Corporate Services, via email to eures.recruitment.jobsplus@gov.mt titled “Vacancy post for the position of Administration Officer 5 (Data Management)”

Interested applicants are encouraged to apply by submitting the following documentation:

- Updated Curriculum Vitae, cover letter and Official academic qualifications, including transcript of results;
- A filled in scanned document of the Malta Statistics Authority Consent Form, available from the following [link](#); and
- A recent clean police conduct (issued within the last 6 months).

Closing date for application is noon (CET) Friday 26 January 2024.

Join our growth, be part of NSO!

The National Statistics Office (NSO) is the executive arm of the Malta Statistics Authority. It is responsible for the collection, compilation, analysis, and publication of a wide range of statistical information and related matters.