

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director
Personnel/Administration

Falo Johannson
Deputy, WIOA

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

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| Job Title: <i>Statistical Data Analyst</i> | | Posting Date: <i>November 28, 2023</i> | Serial No.: <i>178-23</i> |
| Department/Division: <i>Department of Commerce</i> | | Closing Date: <i>December 19, 2023</i> | Announcement No.: <i>178-23</i> |
| Type of Position: <i>Temporary Appointment</i> | Posting Type: <i>Employment Opportunity/ Open to the Public</i> | Pay Grade and Salary Range: <i>GS-12/ 17,673- \$43,023 p.a.</i> | |

General Description:

Statistical data analysts collect, evaluate, and model data using a range of instruments and techniques to aid incorporate and organizational decision-making. Proficiency in computer software and programming languages utilized in data mining, validation, and analytics, along with a strong grasp of statistical procedures and principles, are prerequisites for this position.

Key Duties and Responsibilities:

- Conduct fieldwork and enumeration of various forms of statistical investigations and research.
- Conduct manual editing and coding of raw data using standard editing and coding procedures prepared for specific survey programs.
- Perform computer data entry and prepare table outlines, charts, and graphs.
- Develop and implement simple statistical computations to assist data analysis.
- Assist in the preparation of questionnaire forms for the collection statistical data.
- Answer statistical inquiries from the public and international agencies; initiate correspondences incidental to assigned duties.
- Perform other job-related duties as assigned by the Supervisor.

Knowledge, Skills, and Ability:

- Proficiency in Microsoft Office or other related software and be able to type 40WPM.
- General experience in this field.

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@as.gov
"Commitment to Service & Integrity"

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited college or university OR bachelor plus 3 years of work experience, 1 year of supervisory capacity.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary may be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou Alaimalo
Director, Department of Human Resources