

JOB DESCRIPTION

Position:	Principal Information Analyst
Division:	Research, Policy, and Planning Division (RPPD)
Grade:	P1
Salary Range:	\$41,578.00 pa
Responsible To:	Assistant CEO Research, Policy and Planning

Primary Objectives:

To enhance the performance and quality of post school education and training (PSET) by working collaboratively with PSET providers and stakeholders to collect, collate and analyse relevant data and information to produce valid and accurate analytical and PSET performance related reports to inform planning and management decisions.

Duties and Responsibilities

1. Liaise with PSET Providers, Government Ministries and NGOs to collect data and information for PSET and SQA mandate and functions.
2. Review strategic data needs and identify emerging data requirements.
3. Collect, collate and analyse relevant data and information to produce valid and accurate analytical and PSET performance related reports in an effective and timely manner.
4. Manage and maintain the Division's database
5. Assist with conducting research pertaining to the PSET sub sector and SQA
6. Assist with the preparation, development, implementation, monitoring and review of the PSET Strategic Plan, SQA Corporate Plan and Annual Management Plans but in particular, plans relating to the Research, Policy & Planning Division;
7. Assist with the preparation of the Division's annual budget;
8. Assist with developing and establishing effective and efficient processes, systems and procedures for effective and efficient performance of the Research, Policy & Planning Division functions;
9. Assist with the coordination of workshops, consultations and meetings with PSET providers and stakeholders; and
10. Contribute effectively as a team member to achieving the goals and functions of the Research Policy & Planning Division and that of the SQA as a whole;
11. Other duties as required.

Selection Criteria

1. Degree in Information Science, Statistics/Mathematics, Economics or relevant discipline (essential)
2. At least 3 years' working experience in database and information management and analysis (essential)
3. Ability to collect, collate and critically analyze data and information to produce analytical and PSET performance related reports and present it in a well structured and logical way (essential)

4. Sound oral and written communication skills in both Samoan and English (essential)
5. Highly Computer literate (particularly in Microsoft Office suite of products – MS Word, Excel, Power Point Presentation, Publisher and Access) (essential)
6. Ability to work as part of a team to develop collaboratively with PSET providers and stakeholders (essential)
7. Have a reasonable understanding of Government’s social and economic goals (desirable)
8. Have a reasonable understanding of SQA’s mandate and functions (desirable)
9. Relevant and sound knowledge and experience in policy, research and strategic planning (desirable)
10. Sound interpersonal, networking, team work, and group facilitating skills with the capacity to think strategically, and to show initiative and creativity (desirable)