

Reference Number: (IUL)457-HR/1/2022/36
Date: August 21, 2022

Terms of Reference

Position

Data Processing Manager

Duration

10 Months

Background

Maldives Bureau of Statistics (MBS) is looking to hire an active, self-motivated, organized and enthusiastic Data Processing Manager. The Objective of the Data Processing Manager is to lead and work with the MBS team to manage and effectively handle all the issues that arise during the census operation with regard the software solution used in the 2022 census.

Reporting Relationships

Data Processing Manager will report directly to the Deputy Statistician.

Scope of Work

- Work on World Bank software survey solution which is used to collect census 2022 data, send and re-assign questionnaires to census workers.
- Manage the role of supervisor and headquarter through the application, oversee and guide staff.
- Code data, edit processes, compile tables and compile results, lead the work in this effort until the microdata set is finalized and published, and guide staff and manage their work. And to be familiar with the STATA software used in this regard.



Qualification

- Bachelor's Degree in Information Technology, Software Engineering, Computer Programming or Computer Science or any other field relating to above mentioned fields.
- 1 year work experience in Survey Solution

Working Hours

- Flexible working hours on government working days.
- Applicant should be flexible to work outside official hours, weekends and on public holidays on a need basis.

Remuneration

Monthly Salary: MVR 15,000

Selection Criteria

Criteria	Points
Qualification	30%
Additional Experience	5%
Additional Qualification	5%
Interview	60%

Contents of Job Application

The job application should comprise the following documents and late submission of any of the documents will not be accepted:

- Cover Letter requesting for the Data Processing Manager post,
- Copy of identification card,
- Copies of academic certificates,
- CV,
- Portfolio of work completed,
- Copies of reference letters by previous employers.

Further information

For more information please contact +(960) 3008408 or email to hr@stats.gov.mv

In the context, Maldives Bureau of Statistics invites interested candidates to send application, alongwith relevant documents to:

Dhoshimeynaa Maalan, 1st Floor Dharubaaruge, Ameenee Magu, Male', Rep. of Maldives

Or email to hr@stats.gov.mv

Deadline

- 28th August 2022 (Sunday) before 13:00 Hrs