



Job Description
Finance & Commercial Services Department
Senior Statistician Officer

Position: Senior Statistician Officer
Department: Finance & Commercial Services
Division: Finance Division
Salary: GR7/1/GR 7/10 -\$34,438/\$42,835 pa max
Term: 3-year Contract

Description

Under the direct supervision of the Principal Commercial Officer, the Senior Statistician Officer is responsible for the successful and efficient accomplishment of the Authority's tenants.

Duties and Responsibilities

1. Responsible for collecting Aircraft and Passenger movements daily from [ATS] Airport Tower Services.
2. Responsible for collecting and recording daily stats from the Immigration Boarders Management System (BMS)
3. Responsible for data analysis, interpretation, and preparing for invoice processing.
4. Ensure to prepare statistics of the following categories daily;
 - a) Passenger movement
 - b) Aircraft movement
 - c) Freight movement
5. Responsible for calculating and processing invoices for:
 - a) Landing fees
 - b) Parking fees
 - c) Lower Air Space
 - d) Runway lights
 - e) Non-scheduled flights – departure tax.
6. Ensure the accuracy of figures from Commercial Airlines before processing the departure tax invoices by the Commercial Airline Facility Officer.
7. Responsible for updating the Block Charges file after every quarter.
8. Monitor and Prepare Statistical reports for the Government Ministries and Private Sectors when needed.
9. Train and supervise some of the new commercial staff on their duties.

SELECTION CRITERIA

1. Relevant University Diploma in Statistics, Mathematics or related field from a recognized institution. (*Essential*)
2. Successfully completed at least three (3) years of relevant work experience in statistical analysis, data management or related field is typically expected. (*Essential*)
3. Demonstrated ability to write reports and to communicate effectively both oral and writing in Samoan and English language. (*Essential*)
4. Proficiency in Microsoft Office applications and in accounting database systems. (*Essential*)
5. Demonstrated good presentation, facilitation, interpersonal, and public relation skills. (*Essential*)
6. Demonstrated in time taken for an aircraft to be serviced, refueled and prepared for departure after landing. (*Essential*)