



## **JOB VACANCIES**

The Tobacco Commission was established by an Act of Parliament under the Tobacco Industry Act No. 10 of 2019. The Commission is responsible for the provision of regulatory services, promotion and development of the Tobacco Industry in Malawi. In order to efficiently and effectively execute its mandate, the Commission is inviting applications from suitably qualified candidates of Malawi origin to fill the following vacant position tenable at its Head Office, at Kanengo in Lilongwe.

### **STATISTICIAN**

#### **JOB FUNCTION**

Reporting to the Corporate Planning and Development Manager, the Statistician will be responsible for Collection and analyzing numerical data, collating the statistics into understandable formats and take the lead in carrying out field research surveys on all sectors of the economy affected by tobacco.

#### **DUTIES AND RESPONSIBILITIES**

1. Designing and maintaining statistical databases;
2. Formulating survey plans using sampling techniques;
3. Performing statistical analysis of datasets;
4. Assist in the planning and supervision of Tobacco Production;
5. Estimates Survey including tobacco exports and imports;
6. Conduct reconciliations for tobacco exports and import permits;
7. Collate, and produce analytical statistics for policy implementation;

8. Participate in sampling plans and crop estimates design and techniques;
9. Collate, analyze and produce regular analytical and technical reports, and;
10. Participate in budget preparations

## **QUALIFICATIONS AND EXPERIENCE**

The candidate must possess at least a Bachelor's degree in Economics or Statistics or Social Sciences.

## **PERSON SPECIFICATIONS**

The desired candidate must meet the following person specifications:

1. Ability to design, manage and conduct a research programs in a social related discipline
2. Ability to create a sustainable network of experts
3. Ability to use statistical packages for social scientists Excel, SPSS and STATA or any other statistical packages.
4. Ability to undertake surveys and research
5. Ability to compile research results for policy formulation and decision making

## **METHOD OF APPLICATION**

Eligible candidates meeting the specified qualifications and experience should submit their applications, enclosing Copies of Certificate and a detailed Curriculum Vitae with names and contact details of three traceable referees by **23<sup>rd</sup> July, 2021** to:

**The Chief Executive Officer,  
Tobacco Commission,  
P.O. Box 40045,  
Kanengo,  
LILONGWE 4.**