

General Functions and Responsibilities of Statistics Department

1. To collect, compile, store and analyze data based on standardized formats developed by Ghana Statistical Service.
2. To disseminate and publish statistical data based on guidelines developed by GSS.
3. To prepare and submit Annual Report of its operations to the District Assembly and advise the District Assembly on all matters relating to statistics.
4. To ensure that statistics is produced to meet international standards.
5. Generate the data requirements of the District Assemblies on all departments for planning activities of the MMDA.
6. Monitor statistical Literacy and Research.
7. Provide timely data for incorporation into district, regional and national level statistics analyses.

The Statistics Department is made up of the two units namely; Field Operations Unit and Data Entry and Analysis Unit with the head being the Head of Department.

Specific responsibilities related to the Field Operations Unit

1. Collect, collate and compile data
2. Assist in the day to day management of the MMDA's databank
3. Assist with the recruitment of requisite field staff for any statistical enquiry
4. Undertake statistical literacy and training
5. Develop or draft data collection instruments

6.Participate in surveys and censuses and any other relevant field work.

Specific responsibilities related to the Data Entry and Analysis Unit

1. Prepare and disseminate periodic statistical reports
2. Prepare monthly, quarterly and annual reports
3. Clean and edit statistical data
4. Responds to data request by client/ public
5. Generate statistical tables for report writing

The Department collaborates with all the departments, institutions and units for data collections including, District Health Directorate, District Education Service, District Police Directorate, Social Welfare and Community Development, Human Resource Department, Agriculture Department, Business Advisory Centre, National Disaster Management Organization, Revenue unit, Environment and Sanitation unit, Works Department, and District National Service among many others.

The Statistics Department undertake quarterly data collections which help in the administrative data collection and update of the existing data all the time.

The Department has two (2) staff currently.