



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000339	REF. NO: NSO 181
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: RECORDS CLERK GRADE 8	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: ASSISTANT PERSONNEL OFFICER	
BRANCH: HUMAN RESOURCE	REPORTING TO: NO: MANAGER HUMAN RESOURCE	SYS. POS. NO: 0260000254 REF. NSO 167
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 1/6/24	07/12/2011	RENO/REDES
	14/12/2015	RENUMB
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To provide HR filling and records registry services to the Human Resource on Training, Personnel and Staff and Salaries.

3. DIMENSIONS

The position is responsible to assist the Personnel Officer to administer all staff and personnel matters of the organization and monitor the salaries of the personnel on a day to day activities, preparation of payroll report for the HR Branch.

4. PRINCIPLE ACCOUNTABILITIES

Efficient and effective updated records for the NSO staff & salaries and personnel and training records including updated bio-data of NSO staff

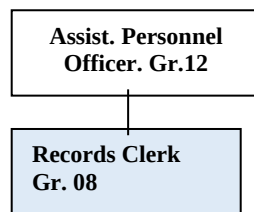
5. MAJOR DUTIES

- 1.1 Administer and assist the HR branch on the coordination of HR records.
- 1.2 Supervise the operations of the HR filling and records registry.
- 1.3 In charge of all administrative matters, staff matters, etc.

- 1.4 Supervise acquisitions and the use of office equipment, stores and materials.
- 1.5 Prepare related annual reports,
- 1.6 Carry out duties as directed, consistent with the above.

6. NATURE AND SCOPE

The position is responsibly directly to the Assistant Personnel Officer to assist in ensuring that all personnel and salary matters are carried out effectively and satisfactorily, on a timely basis for the NSO personnel



6.1. WORKING RELATIONSHIP

(a) Internal

- Reports to the Supervisor – Personnel and works with other Managers and staff of the NSO as and when required on relevant matters

(b) External

- Liaise with Department of Personnel management.
- Liaise with Department of Finance
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6.2 WORK ENVIRONMENT

The position plays the administrative role to assist and ensuring that all personnel and salary matters are carried out effectively and satisfactorily, on a timely basis for the NSO personnel the implementation of government policies and regulation on HR matters, processes and HR policies are adequately promoted in a holistic manner in achieving NSO's aims and objectives.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will assist the HR branch administer processes and procedures in dealing with all personnel, staff and salaries matters in the daily running affairs of the agency and to decide on and recommending to the Deputy National Statistician and the Manager –HR and the agency head on the best HR practices for transparent and accountable purposes

Rules/procedures

1. Enshrine in the Public Service (Management) Act
2. General Orders

3. Public Services Code of Ethics
4. Statistical Services Act

- **Decision**

1. Agency Head
2. Manager – HR
3. Deputy NS, CSD

- **Recommendations**

1. Enhance productivity, timely and accurate statistics

8. CHALLENGES

The effective implementation of the government policies

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- University Diploma /Certificate in Public Administration or satisfactory completion of Grade 12 or possession of other qualification with proven administrative ability.

(b) Knowledge

- Public Service Management Act
General Orders
- Public Finance (Control and Audit) Act.

(c) Skills

- ✓ Report Writing Skills
- ✓ Computing skills
- ✓ Strong Management abilities

(d) Work Experience

At least 5 years' experience in a large government organization on personnel matters