

**NATIONAL STATISTICAL OFFICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000257	REF. NO: NSO 170
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STAFF DEVNMET & TRAINING OFFICER GRADE 12	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: STAFF DEVNMET & TRAINING OFFICER GRADE 12	
BRANCH: HUMAN RESOURCE	REPORTING TO: SENIOR HUMAN RESOURCES OFFICER	SYS. POS. NO: 0260000255 REF. NO: NSO 168
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

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

2. PURPOSE

Responsible to the Senior HR Officer on matters relating to administer staff development and training requirements and programs of the NSO.

3. DIMENSIONS

This position is responsible for the planning of carrier path and the development of training plans for the NSO general staff.

The positions is also responsible for administering and coordinating all training for the NSO.

4. PRINCIPLE ACCOUNTABILITIES

Organizing relevant development training for the NSO Staff and management.

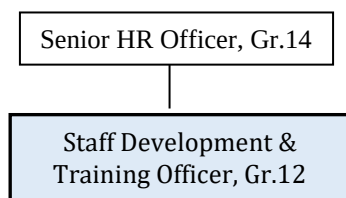
5. MAJOR DUTIES

1. Generally organize training courses conducted in the country.
2. Conduct internal training needs analysis to identify individual training needs
3. Liaise with training institutions for appropriate training for NSO staff
4. Coordinating the courses.
5. Arrange for all necessary training of NSO staff and other statistical training.
6. Assist in coordinating of the staff appraisals.
7. Assist with examination of appraisal forms to develop carrier path for staff
8. Assist the HR branch in recruitment exercise.
9. Carry out other duties as directed, consistent with those above.

6. NATURE AND SCOPE

The job is essential that proper training plan, and carrier path are developed and training programs in regard to statistics are coordinated and all training files are reporting purposes for the NSO.

6.1 REPORTING AND RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

- Reports to the Senior HR Officer
- Report to the Manager-HR is and when requested
- Works with other managers and staff of the NSO as and when required, regarding the administration of development training.

(b) External

- Meet and work with relevant organizations in PNG and overseas on professional/technical and management training requirements of the NSO.
- Liaise with PNG Institute of Public Administration on training matters
- Liaise with Universities on academic programs relevant to statistics such as economics, population and social studies

6.2 WORK ENVIRONMENT

The position is an administrative position within NSO to ensure the importance of staff development & training matters of NSO are vigorously attended to within the scope of Staff Development & Training. The position will develop training plan for officers and will monitor and implement the training plans and programs whilst HR policies are adequately promoted in a holistic manner in achieving NSO aims and objectives

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ 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 and efficient planning and implementation of NSO training plan and policies which have not been fully digested in the public service
- Meeting and liaising with the NSO management to promote staff development & training and other government policies, regulations and other legislations to promote statistics.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Prefer Economics, Statistics or demography background or such other qualifications as maybe acceptable to the National Statistician.

(b) Knowledge

Statistical Services Act 1981.
Public Service Management Act
Public Service General Orders.

(c) Skills

The position holder must possess the following skills;

1. Counseling,
2. Professional /technical development advisory on employment employees
3. Computing,
4. Conducting Training
5. Running workshops.

(d) Work Experience

At least 3 years of experience in Statistical Operations & Procedures in statistical work environment. Teaching experience would be an advantage.