



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000011	REF. NO: NSO 18
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: EXECUTIVE ASSISTANT GRADE 09	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: EXECUTIVE ASSISTANT	
BRANCH: ECONOMIC STATISTICS	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 0260000010 REF. NO: NSO 17
SECTION: ECONOMIC STATISTICS	LOCATION: PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	31/03/05	RECLASSIFIED
ODD: 6/1/24	07/12/11	RECLASSIFIED
	14/12/2015	RECLASSIFIED
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To perform executive secretarial duties and administrative support role for the Deputy National Statistician – Economic Division.

3. DIMENSIONS

The executive assistant will be responsible to perform secretarial duties and administrative support for the Deputy National Statistician – Economic Division

4. PRINCIPLE ACCOUNTABILITIES

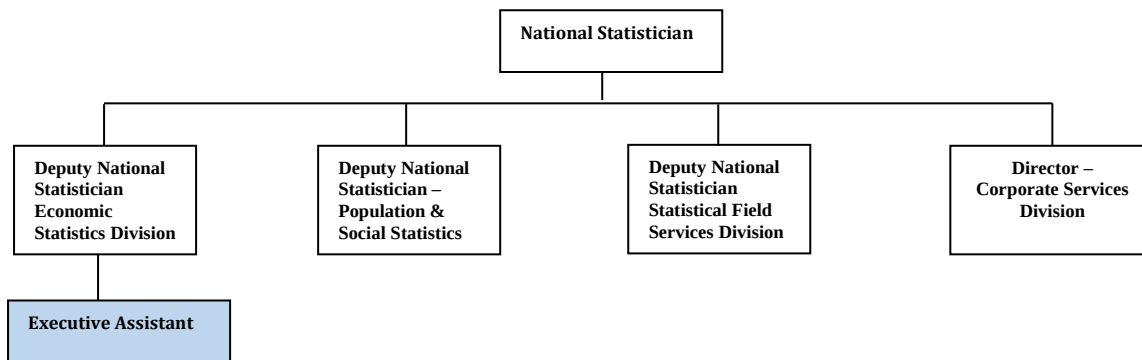
- Daily General Stenographic duties and administration support roles and responsibilities
- Maintain and schedule appointments and meeting for the DNS – Economic Division
- Keep confidentiality of important documentation
- Maintain efficient and effective filing system

5. MAJOR DUTIES

- Carry out confidential secretarial duties for the Deputy National Statistician, Branches and sections within the division
- Take dictations and type correspondence.
- Take minutes of formal meetings involving NSO Staff.
- Receive visitors and callers to NSO and direct to the appropriate officers.
- Carryout duties as directed, consistent with those above.

6. NATURE AND SCOPE

The job is essentially vital position and requires daily general stenographic duties administrative support and maintain schedule appointments and meetings for the division



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Deputy National Statistician – Economic Division
- Other NSO Management in regard to Administrative Support

(b) External

- Liaise and consult with other state agencies on matters in regard to Economic Statistics
- Establish good working relationship with other stakeholders and statistical user

6.2 WORK ENVIRONMENT

The position is located in Waigani but requires some visits to line departments and agencies on matters in regard to Economic Statistics

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Statistical Services Act
- General Orders
- Public Service Code of Ethics

8. CHALLENGES

- The effective and efficient management and implementation of Economic Divisions work plans, Schedules, Record Management, timely feedback on meeting minutes

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Certificate or Diploma in Stenography

(b) Knowledge

- Statistical Services Act. 1980.
- Public Service Management Act and General Orders
- Public Finance Management Act
- Organic Law on Provincial and Local Level Governments
- Other government policies relating to statistics.

(c) Skills

- Excellent command of oral and written English
- Analytical evaluation skills
- Inter personnel Skills
- Computer literate
- Professional expectancy

(d) Work Experience:

At least five (5) years of experience in a managerial position in statistical work environment.