



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000291	REF. NO: NSO 041
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 3 (SALARY GRADE 10)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 3 (GEN.EXPORTS)	
BRANCH: International Trade	REPORTING TO: STATISTICIAN CLASS 2 (ESD)	SYS. POS. NO: 0260000290 REF. NO: NSO 40
SECTION: International Trade Merchandise	LOCATION: WAIGANI, PORT MORESBY	

HISTORY OF POSITION

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

2. PURPOSE

To undertake the compilation and tabulation of the Imports Statistics as a component of the International Merchandise Trade Statistics.

3. DIMENSIONS

Its roles and responsibilities will be to ensure that the Tabulations of the General Imports Statistics is based on International trade Statistics IMTS Release Tables

4. PRINCIPLE ACCOUNTABILITIES

- *Imports Statistics Tables are timely and regular.*
- *Imports Statistics Tables maintains quality*
- *Imports Statistics Tables are accurate and reliable*
- *All published Imports data shall be presented in a clear and accessible manner.*

5. MAJOR DUTIES

- *Ensure that the Imports Statistics Tables are timely and regular.*
- *Imports Statistics Tables maintains quality*
- *Imports Statistics Tables are accurate and reliable*
- *All published Imports data shall be presented in a clear and accessible manner.*

6. NATURE ANDSCOPE

The Imports Tables forms is an important input in the compilation of International Merchandise Trade Statistics. The Officer reports directly to the Statistician in charge of compilations of the Imports Trade Statistics

6.1 WORKING RELATIONSHIP

(a) Internal

The Officer is required to consult regularly with the Imports Statistician in order to ensure that they provide a regular flow of quality Imports Trade data which is required for the compilation of the IMTS

(b) External

The Officer may also be required to attend to relevant stakeholders such as the PNG Customs Services, as well as other trade data sources for collections of Imports data.

6.2 WORK ENVIRONMENT

The compilation of the Imports tables requires relevant technical skills in MS Excel and MS Access. The Officer should therefore be suitably qualified in use of computer statistical applications

7. CONSTRAINTS FRAMEWORK AND BOUNDRIES

The position is to ensure guidelines on the processes and standards in compilation, analysis and dissemination of International Trade are adhered to.

- **Rules/procedures**
 - *The Statistical Services Act*
 - *The UN International Merchandise Trade Statistics-Concepts & Definitions 2010*
 - *Customs Tariff Harmonized System Classifications (HS)*
 - *The PNG Standard International Trade Classification (PNSITC)*
 - *Broad Economics Categories rev 4*
- **Decision**

1. National Statistician (NSO HQ)

2. Deputy Statistician – Economics Division (NSO HQ)

Economics Division: International Branch – NSO 41 STATISTICAL OFFICER GRADE 3

- a. International Trade Branch Head
- **Recommendations**
 - *Public Service General Orders*
 - *The Statistical Services Act*

8. CHALLENGES

To produce the Imports tables in a timely and predictable manner, which in turn can be used as an essential input into the IMTS for economic policy formulation by data users both domestically and abroad.

9. QUALIFICATION EXPERIENCE AND SKILLS

(a) Qualifications

- Degree in Economics or qualifications acceptable to the NSO

(b) Knowledge

Thorough understanding of the concepts and definitions used in the compilation of International Merchandise Trade Statistics.

(c) Skills

- Ability to work under minimum supervision
- Strong analytical skills
- Excellent command of written and oral English
- Highly computer literate

Work Experience

- At least five years of compilation experience in International Trade including other areas of economic statistics.