



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000295	REF. NO: NSO 045
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 10 (Classification)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 10 (Classification)	
BRANCH: International Trade	REPORTING TO: STATISTICIAN CLASS 2(ESD)	SYS. POS. NO: 0260000294 REF. NO: NSO 44
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 Trade in Services Statistics as a component of the International Trade in Services Statistics.

3. DIMENSIONS

Its roles and responsibilities will be to ensure that the Tabulations of the General Trade in Services Statistics is based on Methodology in International Trade in Services Release Tables

4. PRINCIPLE ACCOUNTABILITIES

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

5. MAJOR DUTIES

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

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

6.1 WORKING RELATIONSHIP

(a) Internal

The Officer is required to consult regularly with the Trade in Services Statistician in order to ensure that they provide a regular flow of quality Trade in Services 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 Government Enterprises, as well as other trade data sources for collections of Trade in Services data.

6.2 WORK ENVIRONMENT

The compilation of the Trade in Services 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*
 - *The PNG Central Product Classification (PNGCPC)*
- **Decision**
 1. National Statistician (NSO HQ)
 2. Deputy Statistician – Economics Division (NSO HQ)
 3. International Trade Branch Head
- **Recommendations**
 - o *Public Service General Orders*
 - o *The Statistical Services Act*

8. CHALLENGES

To produce the Trade in Services tables in a timely and predictable manner, which in turn can be used as an essential input into the TIS 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

(d) Work experience

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