



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000021	REF. NO: NSO 037
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS.2 (Imports) (SALARY GRADE 12)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN CLASS 2. (Imports)	
BRANCH: International Trade	REPORTING TO: STATISTICIAN CLASS 4 (ESD)	SYS. POS. NO: 0260000020 REF. NO: NSO 36
SECTION: International Trade Merchandise	LOCATION: WAIGANI, 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 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 compilation of the Imports Statistics is based on concepts and definitions which conform to the standard statistical framework and promote methodological soundness.

4. PRINCIPLE ACCOUNTABILITIES

- Imports Statistics are made available on a timely regular and impartial basis.
- Imports Statistics maintains a high level of statistical standards and principle's
- Imports Statistics data sources are accurate and reliable and data is provided on an adequate basis.
- All facets of Imports Statistics produced shall cover all relevant information in the subject field.

- All published data shall be presented in a clear and accessible manner.

5. MAJOR DUTIES

1. Ensure that the Imports Statistics are published and released on a timely regular and impartial basis.
2. Ensure that Imports Statistics maintains a high level of statistical standards and principle's
3. Ensure that Imports Statistics data sources are accurate and reliable and data is provided on an adequate basis.
4. Ensure that all facets of Imports Statistics produced shall cover all relevant information in the subject field.
5. Ensure that all published data shall be presented in a clear and accessible manner.

6. NATURE ANDSCOPE

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

6.1 WORKING RELATIONSHIP

(a) Internal

The Statistician is required to consult regularly with the IMTS 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 Statistician may also be required to consult with relevant stakeholders such as the PNG Customs Services, as well as data users and providers to ensure that there are regular assessments and validation of data sources.

6.2 WORK ENVIRONMENT

The compilation of the Imports Statistics requires relevant technical skills in International Merchandise Trade. The Statistician should therefore be suitably qualified in areas of economics and international trade statistics.

7. CONTSTRAINTS 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 (PNGSITC)*

- *Broad Economics Categories rev 4*

- **Decision**

1. National Statistician (NSO HQ)

2. Deputy Statistician – Economics Division (NSO HQ)

- a. International Trade Branch Head

- **Recommendations**

- *Public Service General Orders*
- *The Statistical Services Act*

8. CHALLENGES

To produce the Imports Statistics 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

(d) Work experience

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

