

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

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000019	REF. NO: NSO 035
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: MANAGER -STATISTICIAN CLASS.6 (SALARY GRADE 16)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: MANAGER – International Trade	
BRANCH: International Trade	REPORTING TO: Deputy Nat.Stat (ESD)	SYS. POS. NO: 0260000010 REF. NO: NSO 17
SECTION: International Trade	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 lead and direct the compilation, analysis and research activities of the International Trade Statistics Branch, including International Merchandise Trade Statistics and other Trade in Services and Foreign Investments

3. DIMENSIONS

1. The Manager International Trade Statistics major roles and responsibilities shall be to ensure that the compilation of the International Merchandise Trade Statistics as in annual, quarterly and monthly are timely and regular and in accordance with the Branch's annual work program.
2. Ensure that the compilation of the Trade in Services Statistics as in annual, quarterly and monthly are timely and regular and in accordance with the Branch's annual work program
3. The Manager shall also be required to regularly consult with relevant stakeholders as well as data producers and users on matters relating to macroeconomic data coordination and dissemination.

4. PRINCIPLE ACCOUNTABILITIES

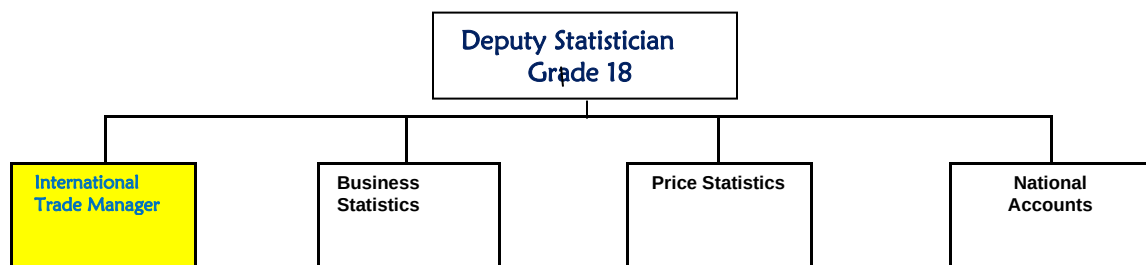
1. International Trade Statistics are made available on a timely regular and impartial basis.
2. International Trade Statistics maintains a high level of statistical standards and principle's
3. International Trade data sources are accurate and reliable and data is provided on an adequate basis.
4. All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

5. MAJOR DUTIES

1. Ensure that International Trade Statistics are published and released on a timely regular and impartial basis.
2. Ensure that International Trade Statistics maintains a high level of statistical standards and principle's
3. Ensure that International Trade data sources are accurate and reliable and data is provided on an adequate basis.
4. Ensure that all facets of International Trade 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 AND SCOPE

The International Trade Branch is one of five Branch's that make up the Economic Statistics Division. The Manager International Trade reports directly to the Deputy National Statistician Economic Statistics.



6.1 WORKING RELATIONSHIP

(a) Internal

The Manager International Trade is required to consult regularly with the Managers of the other Branch's in order to ensure that they provide quality International Trade Data.

External

The Manager International Trade is also required to consult relevant stakeholders as well as data users and providers to ensure that there are regular assessments and validation of data sources.

6.2 WORK ENVIRONMENT

International Trade is a highly technical area which requires specialist training in National Accounting and Economic Statistics. The Manager; International Trade should therefore be highly experienced in National Accounting and Economic Statistics.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES



Rules/procedures

- *The Statistical Services Act*
- *The UN International Merchandise Trade Statistics-Concepts & Definitions 2010. (IMTS2010)*
- *The UN Methodology in International Trade in Services 2010 (MITS2010)*
- *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)
 - I. International Trade Branch Head



Recommendations

- Public Service General Orders
- The Statistical Services Act

8. CHALLENGES

To produce International Trade Statistics and Annual and Quarterly Gross Domestic Product (GDP) estimates on timely and predictable manner, which in turn can be used for economic forecasting and economic policy formulation by data users both domestically and abroad.

9. QUALIFICATIONS, EXPERIENCES 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 Trade Statistics, in particular the International trade Classifications.

(c) Skills

- Ability to direct and control staff
- Strong data analysis techniques and skills
- Excellent command of technical report writing and oral English
- Highly computer literate

(d) Work Experience

- At least ten years of supervisory and International Trade experience including other areas of economic statistics.



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000020	REF. NO: NSO 036
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS.4 International M (SALARY GRADE 14)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN CLASS 4. (International Merchandise)	
BRANCH: International Trade	REPORTING TO: MANAGER (ESD)	SYS. POS. NO: 0260000019 REF. NO: NSO 19
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 research and development responsibilities relating to the compilation of International Merchandise Trade Statistics .This will also include other statistical collections such as Data from PNG Customs Services and relevant Commodity Boards.

3. DIMENSIONS

Roles and responsibilities will be to ensure that the compilation of International Merchandise Trade Statistics is based on concepts and definitions which conform to the standard statistical framework and promote methodological soundness.

4. PRINCIPLE ACCOUNTABILITIES

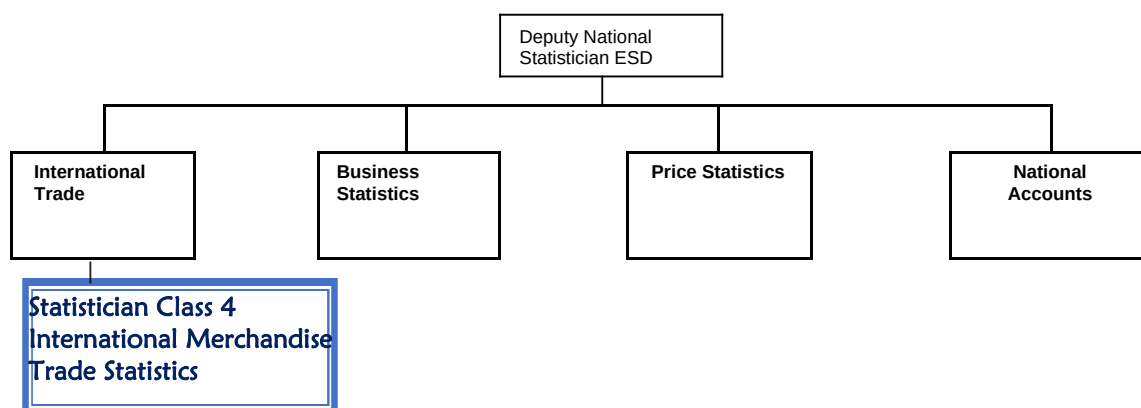
Undertake research into compilation issues relating to International Merchandise Trade within the Branch and ensuring its conformity to the System of International Merchandise Trade methodologies and concepts, in particular, the IMTS 2010.

5. MAJOR DUTIES

1. Direct and control the work of research within the Branch
2. Initiate research and development activities with a view to improving the quality of International Merchandise Trade Statistics compilation
3. If and where necessary undertake managerial duties during the absence of the Manager International Trade.
4. Consult regularly with key stakeholders such as Customs and relevant stakeholders through meetings and consultations.
5. Carryout other duties as directed, and is consistent with those above.

6. NATURE AND SCOPE

The position is the second most senior position within the Branch and will therefore require the holder to undertake a supervisory role particularly in the compilation of International Merchandise Trade Statistics. The holder should have a strong background in International Merchandise Trade statistics, including strands of economic statistics such as International Trade, CPI and Business Statistics.



6.1 WORKING RELATIONSHIP

(b) Internal

- To work regularly with other branches within the Economic Statistics Division with a view to improving the quality of International Merchandise Trade Statistics.

(c) External

- To Liaise and consult with other relevant state agencies with a view to improving the quality of International Merchandise Trade Statistics.
- Establish a good working relationship with other stakeholders including users and producers of economic statistics.

6.2 WORK ENVIRONMENT

The position is of a highly technical nature and the position holder should have relevant qualifications in International Merchandise Trade and Economic Statistics.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

8.

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**

- National Statistician (NSO HQ)

1. Deputy Statistician – Economics Division (NSO HQ)

II. International Trade Branch Head

- **Recommendations**

- Public Service General Orders
- The Statistical Services Act

8. CHALLENGES

The Holder must possess the ability to undertake his responsibilities with minimum supervision and to make crucial decisions with regards to the quality of International Merchandise Trade data.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(e) Qualifications

Degree in Economics or equivalent relevant qualifications

(f) Knowledge

Thorough understanding of the concepts and definitions used in the compilation of the International Merchandise Trade Statistics in particular the IMTS2010, SITC and the BEC.

(g)Skills

1. Excellent command of oral and written English
2. Strong analytical skills
3. Inter-active personnel Skills
4. Highly computer literate.

(h)Work Experience:

At least five (5) years of experience in a senior position preferably in Economic Statistics.

**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

1. Imports Statistics are made available on a timely regular and impartial basis.
2. Imports Statistics maintains a high level of statistical standards and principle's
3. Imports Statistics data sources are accurate and reliable and data is provided on an adequate basis.
4. 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.

4. 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.

5. 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



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)

1. 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. QULIFICATION EXPERIENCE AND

SKILLS Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

Skills

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

Work experience

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



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000022	REF. NO: NSO 038
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER (General Import) SALARY GRADE 10	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER (General Import) SALARY GRADE 10	
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 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

1. Ensure that the Imports Statistics Tables are timely and regular.
2. Imports Statistics Tables maintains quality
3. Imports Statistics Tables are accurate and reliable
4. 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. CONTSTRAINTS FRAMEWORK AND BOUNDRIES



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)
 - b. International Trade Branch Head



Recommendations

-
- p *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

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

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.

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

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000289	REF. NO: NSO 039
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 3 (GRADE 10) BROAD CATEG.	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 3 (GRADE 10) BROAD CATEG	
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	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 AND SCOPE

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



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)
 - c. International Trade Branch Head
 - . 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

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

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.



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000290	REF. NO: NSO 040
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS.2 (Exports) (SALARY GRADE 12)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN CLASS 2. (Exports)	
BRANCH: International Trade	REPORTING TO:	SYS. POS. NO: REF. NO: STATISTICIAN CLASS 4 (ESD) 0260000020 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 Exports 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 Exports Statistics is based on concepts and definitions which conform to the standard statistical framework and promote methodological soundness.

4. PRINCIPLE ACCOUNTABILITIES

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

4. MAJOR DUTIES

1. Ensure that the Exports Statistics are published and released on a timely regular and impartial basis.
2. Ensure that Exports Statistics maintains a high level of statistical standards and principle's
3. Ensure that Exports Statistics data sources are accurate and reliable and data is provided on an adequate basis.
4. Ensure that all facets of Exports 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.

5. NATURE ANDSCOPE

The Exports 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 Exports 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 Exports 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. CONSTRAINTS FRAMEWORK AND BOUNDRIES



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



Recommendations

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

8. CHALLENGES

To produce the Exports 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

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

Skills

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

Work Experience

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



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 AND SCOPE

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



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)
 - b. International Trade Branch Head

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



Recommendations

- o *Public Service General Orders*
- o *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

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

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.

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

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000292	REF. NO: NSO 042
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 3 (SALARY GRADE 10)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 3 (RE.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 Exports 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 Exports Statistics is based on International trade Statistics IMTS Release Tables

4. PRINCIPLE ACCOUNTABILITIES

1. Exports Statistics Tables are timely and regular.
2. Exports Statistics Tables maintains quality
3. Exports Statistics Tables are accurate and reliable
4. All published Exports data shall be presented in a clear and accessible manner.

4. MAJOR DUTIES

1. Ensure that the Exports Statistics Tables are timely and regular.
2. Exports Statistics Tables maintains quality
3. Exports Statistics Tables are accurate and reliable
4. All published Exports data shall be presented in a clear and accessible manner.

1. NATURE ANDSCOPE

The Exports 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 Exports Trade Statistics

6.1 WORKING RELATIONSHIP

(a) Internal

The Officer is required to consult regularly with the Exports Statistician in order to ensure that they provide a regular flow of quality Exports 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 Exports data.

6.2 WORK ENVIRONMENT

The compilation of the Exports 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



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)
International Trade Branch Head
- . Public Service General Orders
 - . The Statistical Services Act

Recommendations

8. CHALLENGES

To produce the Exports 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

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

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.



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000293	REF. NO: NSO 043
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 4 (SALARY GRADE 14)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN CLASS 4 (TRADE SEV/RES)	
BRANCH: International Trade	REPORTING TO: MANAGER (ESD)	SYS. POS. NO: 0260000019 REF. NO: NSO 35
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 research and development responsibilities relating to the compilation of International Trade in Services .This will also include other statistical collections such as Data from Service providers or engagers respectively.

3. DIMENSIONS

Roles and responsibilities will be to ensure that the compilation of International Trade in Services is based on concepts and definitions which conform to the standard statistical framework and promote methodological soundness.

4. PRINCIPLE ACCOUNTABILITIES

Undertake research into compilation issues relating to International Trade in Services within the Branch and ensuring its conformity to the System of International Trade in Services methodologies and concepts, in particular, the MSITS 2010.

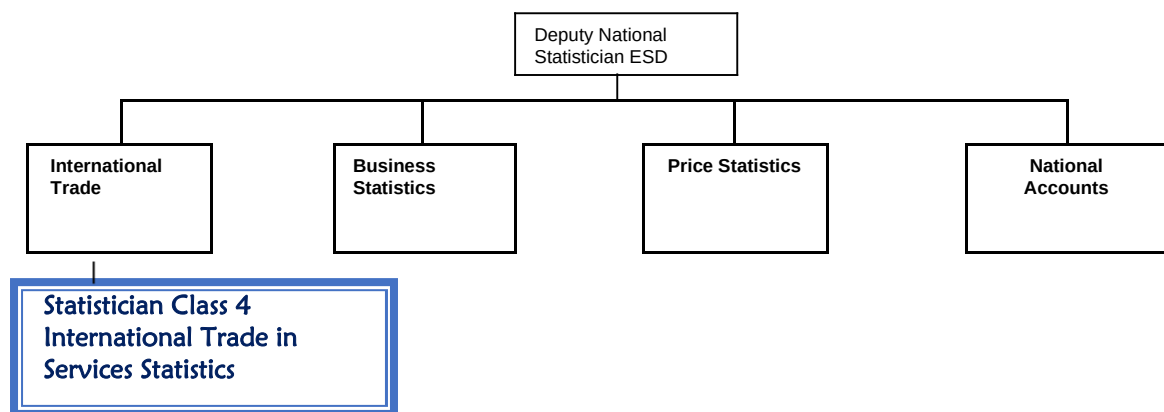
5. MAJOR DUTIES

1. Direct and control the work of research within the Branch
2. Initiate research and development activities with a view to improving the quality of International Trade in Services compilation
3. If and where necessary undertake managerial duties during the absence of the Manager International Trade.
4. Consult regularly with key stakeholders such as Customs and relevant stakeholders through meetings and consultations.

Carryout other duties as directed, and is consistent with those above.

6. NATURE AND SCOPE

The position is the second most senior position within the Branch and will therefore require the holder to undertake a supervisory role particularly in the compilation of International Trade in Services. The holder should have a strong background in International Trade in Services, including strands of economic statistics such as International Trade, CPI and Business Statistics.



6.1 WORKING RELATIONSHIP

(a) Internal

- ☐ To work regularly with other branches within the Economic Statistics Division with a view to improving the quality of International Trade in Services.

(b) External

- ☐ To Liaise and consult with other relevant state agencies with a view to improving the quality of International Trade in Services.
- ☐ Establish a good working relationship with other stakeholders including users and producers of economic statistics.

6.2 WORK ENVIRONMENT

The position is of a highly technical nature and the position holder should have relevant qualifications in International Trade in Services and Economic Statistics.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

■ Rules/procedures

The Statistical Services Act
The UN Methodology in International Trade in Services 2010
Customs Tariff Harmonized System Classifications (HS)
The PNG Central Product Classification (PNGCPC)

■ Decision

1. National Statistician (NSO HQ)
 2. Deputy Statistician – Economics Division (NSO HQ)
- d. International Trade Branch Head

. Public Service General Orders
. The Statistical Services Act

■ Recommendations

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

8. CHALLENGES

The Holder must possess the ability to undertake his responsibilities with minimum supervision and to make crucial decisions with regards to the quality of International Trade in Services data.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Degree in Economics or equivalent relevant qualifications

(b) Knowledge

Thorough understanding of the concepts and definitions used in the compilation of the International Trade in Services in particular the MSITS 2010.

(c) Skills

- Excellent command of oral and written English
- Strong analytical skills
- Inter-active personnel Skills
- Highly computer literate.

(d) Work Experience

At least five (5) years of experience in a senior position preferably in Economic Statistics.



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & IMPLEMENTATION	SYS. POSN. NO: 0260000294	REF. NO: NSO 044
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 (SALARY GRADE 12)	
DIVISION: ECONOMICS STATISTICS DIVISION (ESD)	LOCAL DESIGNATION: STATISTICIAN CLASS 2 (Data Analyst)	
BRANCH: International Trade	REPORTING TO: STATISTICIAN CLASS 4(ESD)	SYS. POS. NO: 0260000293 REF. NO: NSO 43
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 analysis of raw data from Data Sources such as the Customs Services and various other data producers.

3. DIMENSIONS

Its roles and responsibilities will be to ensure that proper analysis techniques is used based on concepts and definitions which conform to the standard statistical framework and promote methodological soundness.

4. PRINCIPLE ACCOUNTABILITIES

- ☐ Methods applicable so that statistics are made available on a timely regular and impartial basis.
- ☐ Statistics maintains a high level of statistical standards and principle's
- ☐ Data sources are accurate and reliable and data is provided on an adequate basis.

- ▣ All facets of 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

- ▣ Methods applicable so that statistics are made available on a timely regular and impartial basis.
- ▣ Statistics maintains a high level of statistical standards and principle's
- ▣ Data sources are accurate and reliable and data is provided on an adequate basis.
- ▣ All facets of Statistics produced shall cover all relevant information in the subject field.
- ▣ All published data shall be presented in a clear and accessible manner.

6. NATURE ANDSCOPE

The Data analysis is an important input in the compilation of International Trade Statistics. The Statistician reports directly to the Branch Manager of the International Merchandise Trade Statistics Branch

6.1 WORKING RELATIONSHIP

(a) Internal

The Statistician is required to consult regularly with the IMTS and MITS Statisticians in order to ensure that they provide a regular flow of quality Exports Trade data which is required for the compilation of the IMTS and TIS

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

7. CONTSTRAINTS FRAMEWORK AND BOUNDRIES



Rules/procedures

- *The Statistical Services Act*
- *The UN International Merchandise Trade Statistics-Concepts & Definitions 2010*
- *The UN Methodology in International Trade in Services 2010*
- *Customs Tariff Harmonized System Classifications (HS)*
- *The PNG Standard International Trade Classification (PINGSITC)*
- *Broad Economics Categories rev 4*

- **Decision**

1. National Statistician (NSO HQ)
 2. Deputy Statistician – Economics Division (NSO HQ)
- e. International Trade Branch Head

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

- **Recommendations**

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

8. CHALLENGES

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

9. QUALIFICATION EXPERIENCE AND SKILLS

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

Skills

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

Work Experience

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

**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.

6. NATURE AND SCOPE

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



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

- Public Service General Orders
- The Statistical Services Act

- **Recommendations**
 - *Public Service General Orders*
 - *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

Qualifications

Degree in Economics or qualifications acceptable to the NSO

Knowledge

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

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.

