



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT OF NATIONAL PLANNING AND MONITORING	SYS. POSN. NO: 0260000016	REF. NO: NSO 23
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER GRADE 3 GRADE 10	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: STATISTICAL OFFICER GRADE 3	
BRANCH: Central Accounts	REPORTING TO: STATISTICIAN CLASS 4	SYS. POS. NO: 0260000014
SECTION: Rest of the World Accounts	LOCATION: PORT MORESBY	REF. NO: NSO 21

HISTORY OF POSITION

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

2. PURPOSE

To maintain a core range of balanced, timely, relevant and quality statistical output in the area of National Accounts and to assist with the rest of the world (ROW) Accounts.

3. DIMENSIONS

The Rest of the World (ROW) Accounts Section of the National Accounts Statistics Branch major roles and responsibilities shall be to ensure that the compilation and production of ROW Accounts will provide information about PNG's relationship with other countries or partners in terms of trade.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure that the National Accounts section has an up to date statistical report for on forwarding for the Annual Report and for publication purposes.
- Ensure good coverage, accuracy, consistency and relevance of statistical output.

5. MAJOR DUTIES

- Assist in the analysis and interpretation of ROW Accounts; Merchandise and other services accounts.
- Assist in developing other economic surveys relating to the rest of the World Accounts.
- Assist in Formulating proposals for development of economic data base, methodologies and process relating to the Rest of the World Accounts.
- Carryout other duties as directed, consistent with the above.

6. NATURE AND SCOPE

The ROW Accounts, a sub-section of the Central Accounts Section of the National Accounts Statistics Branch deals with statistics on trade in goods and services, income and transfers between PNG and the rest of the world.

6.1 WORKING RELATIONSHIP

(a) INTERNAL

Reports to the Statistician Class 5, in-charge of Central Accounts Section for guidance and direction.

(b) EXTERNAL

Meet and work with users like the National Planning Office, IRC, DPM, Bank of PNG and others including the provinces on matters related to statistical services, personnel and financial matters. Meet and work also with international agencies as required.

6.2 WORK ENVIRONMENT

National Accounts is a coordinating statistical framework which integrated socio-economic statistics purposely for the production of key economic indicators such as gross domestic product (GDP) and gross national income (GNI).

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

- The Statistical Services Act
- The UN System of National Accounts (SNA) 2008
- PNG Standard Industrial Classification (PNSIC), 2014

▪ Decision

▪

- National Statistician (NSO HQ)
- Deputy Statistician – Economics Division (NSO HQ)
- National Accounts Branch Head

▪ Recommendations

- Public Service General Orders
- The Statistical Services Act

8. CHALLENGES

- To produce sound and quality estimates on various satellite accounts such as tourism accounts and environment accounts, it is challenging based on the availability of appropriate data on a timely basis.
- To implement in full or in part the recommendations as per the UN SNA 2008 it requires a lot of effort in terms of resourcing with specialized skills, funding due to high demand of greater degree of data specifications and data mobilization for input to the PNG SNA.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATION:

Minimum qualification of a Diploma in statistics, economics, or commerce or such other qualifications with statistical content as are acceptable to the DPM.

KNOWLEDGE:

Knowledge of Statistical Services Act 1981.

Knowledge of Public Services Management Act and General Orders.

Knowledge of Public Finance (Control and Audit) Act.

Knowledge of Organic Law on Provincial and Local-Level Governments.

Knowledge of other government policies as they affect statistics.

SKILLS:

Skills on MS Office in Statistical data analysis; economic data analysis, budgeting using Excel, use of statistical indicators for development planning and policy formulation. Administrative ability at a high level. Good report writing skills.

WORK EXPERIENCE:

Normally at least 8 years of experience in official statistics. High administrative ability. Experience and knowledge of statistical data processing and computing, statistical operations and procedures, techniques and models.