



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT OF NATIONAL PLANNING AND MONITORING	SYS. POSN. NO: 0260000284	REF. NO: NSO 30
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICIAN CLASS 2 (NPISH) GRADE 12	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: STATISTICIAN CLASS 2 (NPISH)	
BRANCH: Central Accounts	REPORTING TO: STATISTICIAN CLASS 5	SYS. POS. NO: 0260000014
SECTION: Finance Corporations Sector	LOCATION: PORT MORESBY	REF. NO: NSO 21

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/11	Structure
	14/12/2015	Create
	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.

3. DIMENSIONS

The Non-Profit Institutions Serving Households (NPISHs) Sector subsection of the Central Accounts Section of the National Accounts Statistics Branch major roles and responsibilities shall be to ensure that the compilation and production of Central Accounts on the NPISHs Sector for the provision of key economic indicators such as gross domestic product (GDP), gross national income (GNI), etc. are timely and reliable and in accordance with the Branch's annual work program

4. PRINCIPLE ACCOUNTABILITIES

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

5. MAJOR DUTIES

1. Lead and control in the collection and compilation of NPISHs Sector Accounts by industry;
2. Assist in developing other economic surveys.
3. Assist in Formulating proposals for development of economic data base, methodologies and process.
4. Liaise with other sections on data entry of National Accounts data.
5. Carryout other duties as directed, consistent with the above.

6. NATURE AND SCOPE

The NPISHs Sector is the key sector is the key player in PNG economic development.. The officer reports to the section supervisor of the Central Accounts of the National Accounts branch.

6.1 WORKING RELATIONSHIP

(a) Internal

The officer of the NPISHs Sector is required to consult regularly with the Supervisor of the Central Accounts section to ensure that outputs or appropriate statistics on NPISHs from the stakeholders and other branches of the Economic Statistics division are timely and reliable for inputs into the National Accounts.

(b) External

Liaise with data providers and users like the Central Bank, Department of National Planning & Monitoring, Department of Finance, Department of Treasury, IRC, IPA & other relevant stakeholders, and others including the provinces on matters relating to economic data or statistics

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).

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7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

- The Statistical Services Act
- The UN System of National Accounts (SNA) 2008
- PNG Standard Industrial Classification (PINGSIC), 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 timely and quality Gross Domestic Product (GDP) estimates 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 due to greater degree of data specifications and data mobilization for input to the PNG SNA

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATION:

Minimum qualification of a Degree 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, projections.

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