



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPT OF NATIONAL PLANNING AND MONITORING	SYS. POSN. NO: 0260000017	REF. NO: NSO 25
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: STATISTICAL OFFICER (GFS) GRADE 10	
DIVISION: ECONOMIC STATISTICS	LOCAL DESIGNATION: STATISTICAL GRADE 3 (GFS)	
BRANCH: Central Accounts	REPORTING TO: STATISTICIAN CLASS 4	SYS. POS. NO: 0260000014
SECTION: Government Finance 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 operation of GFS and other public sector accounts.

3. DIMENSIONS

The Government Finance Statistics (GFS) Section of the National Accounts Statistics Branch major roles and responsibilities shall be to ensure that the compilation and production of GFS will provide as source data for the National Accounts.

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 GFS; General Government and other public sector accounts.
- Assist in Formulation of proposals for development of GFS data base, methodologies and process.
- Liaise with other sections on data entry of National Accounts data.
- Carryout other duties as directed, consistent with the above.

6. NATURE AND SCOPE

The Satellite Accounts section is one of the two sections that make up the National Accounts Statistics Branch. The Supervisor, Satellite Accounts section reports directly to the Manager of the National Accounts branch Statistician Economic Statistics

6.1 WORKING RELATIONSHIP

- INTERNAL -** Reports to the Statistician Class 3 (Government Finance Statistics); in-charge of Government Finance Statistics compilation and analysis for guidance and direction. Formulate work plans, monitor and evaluate progress.
- EXTERNAL -** Meet and work with users like Department of Treasury and Department of Finance 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 indicator such as gross domestic product (GDP) by sector and by industry

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**
 - The Statistical Services Act
 - The UN System of National Accounts (SNA) 2008
 - PNG Standard Industrial Classification (PNGSIC), 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, timely and quality estimates on General Government Sector requires both cash and non-cash transactions, it is challenging based on the availability of appropriate data.
- 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 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

